

Request for Proposals to Support Teaching Workshops: Application Form Questions

Primary contact

First name:

Last name:

APA membership number:

Institution Name:

Address line 1:

Address line 2:

City:

State:

Zip:

Email:

Alternate email:

Phone:

Conference planning committee

Provide the names of each member of the planning committee (must include at least one high school teacher) and upload each person's curricula vitae/resume.

UPLOAD FILE BUTTON

Conference proposal

Please provide information for each item below. The criteria refer to the [rubric that will be used to evaluate proposals](#).

Workshop goals and objectives (Criteria 1 and 2)

Describe the overarching goal and objectives of the workshop (Criterion 1) and demonstrate how it aligns with TOPSS' mission (Criterion 2). See the link to TOPSS mission here

<https://www.apa.org/ed/precollege/topss/committee>

(200 word limit)

Anticipated participants (Criterion 3)

1. Describe the characteristics of teachers you hope to recruit to the workshop (*Workshop participants may include, but must not be limited to, Advanced Placement (AP) psychology teachers.*)
 - If you are aiming to recruit teachers **with some shared professional characteristics** (e.g., teachers with fewer than three years of experience, those teaching in underserved or rural communities, experienced teachers interested in assuming leadership roles in the

psychology teaching community), please describe how the workshop will be tailored to meet their specific needs.

- If you are aiming to recruit teachers **with a broad range of professional characteristics**, please describe how you will design the workshop so that all teachers will benefit.
- 2. Describe your plan for recruiting workshop attendees, including any efforts you intend to take to encourage attendance by teachers with identities that are often underrepresented in the discipline.
- 3. Describe the area from which you will recruit participants (e.g., local, regional, national, international).
- 4. Include an estimate of the number of participants you hope to attend the workshop.

(300 word limit)

Workshop program (Criterion 4)

Briefly describe how the workshop is designed to meet its goals and objectives (e.g., the instructional methods to be used; content to be covered). Describe how the planned topic(s) translate(s) to the classroom.

(200 word limit)

Required: Please append a proposed workshop schedule that includes the following information:

- a) Proposed meeting days and times
 - a. Please note whether the workshop will be a single or multi-day event.
 - b. Workshops must last at least one full day (approximately 6-8 hours).
- b) Workshop mode (e.g., fully in-person, hybrid, fully virtual)
- c) Specific activities (e.g., sessions, invited speakers, hands-on activities).
- d) Names and brief biographies of the presenters (must include at least one high school teacher).

UPLOAD FILE BUTTON

Facilitating networking and connections (Criterion 5)

Describe how you will facilitate connections between teachers attending the proposed workshop and promote networking opportunities.

(200 word limit)

Evaluation of the impact of the workshop (Criterion 6)

Describe how the impact of the workshop will be evaluated (i.e., how you will assess whether your goals and objectives were met). Include a description of evaluation tools or assessments/measures you plan to employ.

(200 word limit)

Optional: You may upload any evaluation measures you intend to use, if they are available

UPLOAD FILE BUTTON

Budget (Criterion 7)

Please upload a detailed workshop budget with a brief justification for each item. The cost of a one-day workshop is typically \$4,000-\$6,000, including travel support for at least one speaker. Higher funding to support participant travel stipends and/or on-campus housing may be requested for multi-day workshops. Grant funding can be used to:

- a) provide speaker fees/honoraria
- b) support travel, meal, and lodging expenses (if applicable) of workshop participants and speakers

If the budget includes lodging, dorm use for participants is encouraged.

- c) pay for administrative support
- d) cover facilities or meeting room reservation costs
- e) cover advertising or outreach efforts
- f) support social events to promote networking
- g) support workshop materials and/or promotional items (e.g., workshop t-shirts)

The budget should include:

- a) Total funding requested.
- b) All projected costs
- c) All anticipated and confirmed sources of funding (e.g., participant fees, sponsors, in-kind funding)

UPLOAD FILE BUTTON