

Protocol for Approval of Development Projects and Project Proposal Format

Purpose

To screen projects for priority, according to the principles in the Case Statement of the Development Campaign.

Procedure

1. Proposals can be initiated by any member or committee of the Society. Initiatives from outside the Society must have a member as sponsor.
2. An application is submitted to the project approval subcommittee of the Development Committee (DCPA). The subcommittee will have three members from the Development Committee (DC) and one from the Board (Executive Council). The chair (or one of co-chairs) of the DC will chair the subcommittee and will appoint two more members from the DC. The ISSTD president will appoint the Board member for the DCPA. The above three members (two from DC, one from Board) will be appointed for each project application and will be selected for their expertise as relevant to the particular application. One or more non-voting guest members may be invited for their expertise as need be as well. Applications must follow the specifications for content that the DC will publish (see format below).
3. The DCPA subcommittee reviews the application and makes a recommendation to the general Development Committee within two weeks.
4. The Development Committee makes adjustments and forwards the recommendation to the Board within two weeks.
5. The Board votes to approve or reject the application, or returns it to the DCPA for further study according to the proposal's specific needs (i.e. returning to applicant with questions, questions to DCPA or DC regarding issues with case-statement relevance, collaboration with similar projects, etc.). The timeframes for further study are one week at the subcommittee followed by one week at the DC.
6. The Board votes on the resubmitted recommendation. In case of rejection, the Board provides substantial explanation for the applicant's reference and in case of appeal.
7. The appeal process repeats steps 2 through 5, with additional documentation and argument (i.e. resubmission with attention to points on which the proposal was originally rejected and countering/explaining the reason for need to reconsider the proposal). Only one appeal per proposal will be allowed.

General Note

The Board has final vote on whether a proposal is accepted or rejected. However, if the Board votes to accept a proposal that the DC recommends to reject because it does not in the DC's view follow the Case Statement (or vice-verse), a detailed written explanation of the reasons for the discrepancy is required.

Development Campaign Project Proposal Format

General Outline

1. Title of project
2. Taskforce/applicants/who will be in charge of project
3. Target Audience (e.g. mental health professionals, the public, prospective donors)
4. Description of project:
 - Synopsis
 - How would the project match the Development Campaign case statement (education and/or research)?
 - Justification for the project: How does the project help/augment what's out there already? How is it helpful to ISSTD's goals in general* and to the goals of the Development Campaign specifically?
 - Method (steps involved in executing the proposed project)
 - Product—what would the project actually do or have as an end result (e.g. a press kit, the results of a research project, a DVD, etc.)
 - Projected Timeline for completion of product
 - Product/results/objectives
5. Estimated cost: total estimated cost is mandatory as well as itemized budget if possible

* Clarification

The Development Campaign Case Statement is the gold standard for relevance of Development Campaign projects, as it already adheres to the general mission and goals of the ISSTD. Proposed DC projects need not follow the strategic plan. If a project does correspond to a current objective on the strategic plan, it can be delineated in the proposal; however, this should not be used as a bias toward accepting the proposal nor should a proposal that doesn't correspond to the current strategic plan be rejected on that basis.