**Proposal Submission Format**

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| S. No. | Team Information |  |
|  | Team Leader's Name: |  |
| Team Leader's Email: |  |
| Team Leader's Contact Number |  |
| List of Team Member Names |  |
| List of Team Member Emails |  |
| List of Team Member Contact Numbers |  |
|  | Title of Proposal: |  |
|  | Description of Proposal (with a limit of 500 words): |  |
|  | Problem/Gap in current teaching methods that the proposal aims to address: |  |
|  | Detailed plan for the development and implementation of the teaching aid  (Add additional sheet if needed): |  |
|  | List of materials and resources required for the development of the teaching aid: |  |
|  | Budget outlining the costs associated with the development and implementation of the teaching aid: |  |
|  | Plan for evaluating the effectiveness of the teaching aid in enhancing student learning (TBD): |  |
|  | Letter of support from the department head or other relevant administrator:  (attach letter) |  |
|  | Summary of the team's qualifications and relevant experience in teaching and developing educational materials: |  |
|  | File Attachments: | * CV of the team leader] * Any additional documentation, such as sample materials or prototypes, that will help to demonstrate the feasibility and potential impact of the proposed teaching aid |

Submission Agreement: I (Team Leader) confirm that the proposal meets all the requirements outlined in the call for proposal and that all information provided is accurate.

Signature of Team Leader

Date:

Place: