



**Master's in Development Practice Program  
Membership proposal guidelines for institutions**

Thank you for your interest in submitting a proposal to join the global network of Master's in Development Practice programs. One document is required for membership consideration:

1) Narrative Proposal with itemized budget

- I. The **Narrative Proposal** should provide the context and concrete detail for the proposed MDP program. In particular, we are looking for:
- a. **Project Objective**
  - b. **Relevance** to the recommendations in the **International Commission on Education for Sustainable Development Practice** report. Please see the following link for the report:  
([http://mdp.ei.columbia.edu/sitefiles/file/Final\\_Report\\_2008.pdf](http://mdp.ei.columbia.edu/sitefiles/file/Final_Report_2008.pdf)) .
  - c. **Context** – Provide any necessary background information on sustainable development practice and on the interest in joining the global network (4 pages maximum).
  - d. **Name of the Proposed MDP program**— We prefer all global network member programs to be called *Master's in Development Practice*.
  - e. **Project Description** – Provide a detailed description of the strategies you will employ to develop the MDP program, including specific activities and outputs of the proposed grant (4 pages maximum).
  - f. **Curriculum Description** — Provide a detailed description of the MDP curriculum and course offerings, summer sessions and seminars. Be sure to include a section that categorize the proposed courses by each of the four pillars (e.g., natural, social, health and management sciences.) Also, please comment on where in the curriculum the issue of **gender and development** will be covered.
  - g. **Field Trainings**—Provide detailed description of the MDP field trainings that you are proposing. Please note that the proposed field trainings should be cross-sectoral/cross-disciplinary;
  - h. **Program Description** – Provide details on the participating student body; student prerequisites; faculty supervision and advising; and MDP degree program management and organizational structure.
  - i. **Faculty** — Provide short biographies of each potential faculty member who will teach in the MDP program and the courses they will teach.
  - j. **MDP Program Timeline and Business Plan** — Provide a detailed, 5 year timeline for the establishment of the MDP program as well as a detailed 5 year business plan for the program.
  - k. **Outcomes and Policy Implications** – Describe the expected outcomes of the proposed MDP program; anticipated policy implications of the proposed work; plans for dissemination of results (2 pages maximum).

- l. **Evaluation and Monitoring Plan** – Explain how you will measure the effectiveness of your MDP program. Describe your criteria for a successful MDP program and the results you would like to achieve.
- m. **Organizational background** – Describe the general attributes of your academic institution, its particular qualities and advantages relevant to the proposed MDP program, and the competencies and experience of key MDP personnel. Please include short biographies of key project personnel.
- n. **Plans for collaboration with others working in the same area** (2 pages maximum). Please also provide organizational background on any partner institutions.
- o. **Budget and financial information** – Provide a detailed 5-year budget for the proposed project in English and in U.S. dollars (by year)—
  - the first should be an overall 5-year project budget,
  - A budget narrative should accompany the 5-year project budget.

Please be sure to include in this budget and financial information section the following:

- **Expenses and revenue** . Please list separately
- **Staff cost**. Please list separately and include the percentage of each staff person's time that will be spent on the MDP program.
- **Indirect costs**. Please include detailed explanation of how indirect costs are calculated and examples of the types of costs your organization considers to be indirect.
- **Other funding sources**. Please include funding sources with amounts committed and pending

Please also include budget detail for **student recruitment and admissions; academic programming; student scholarships; revenues and anticipated support; and estimated yearly running costs for the MDP degree program.**

Please feel free to contact the Director of the MDP Secretariat with any questions you may have or assistance you may need:

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Thank you. We look forward to receiving your proposal.