**Name of Educational/Diversity Activity**

**Objective:** Briefly describe the objective of the educational activity and how the activity will meet MTC’s educational mission.

**Description:** Briefly describe the activity. Include:

* Where will the activity take place
* What is the duration of the activity (i.e. 2 months for planning, 2 hours for student workshop)
* What transportation concepts will be covered?

Check to see if any institutional review board approval is needed (typically for activities that survey participants to gather personal information)?

Check to determine whether background checks are necessary when dealing with minors.

List any collaboration with other university transportation centers or non-ISU programs, including industry?

**Staff:** Who will lead the activity? Who will be involved in the activity?

**Budget:** Provide a brief budget and include any source of matching funds.

**Performance Metrics and Deliverables**: Summarize activity deliverables, provide a timeline for deliverables, and describe which performance metrics will be collected. (Do not collect personal information for K-12 activities, such as student’s name or address, unless IRB approval has been obtained.)

Common deliverables include:

* 1 to 2 page summary of activity;
* photos of activity;
* performance measures (i.e. how many students attended);
* journal papers, news articles, or other documentation that results from activity;
* quarterly progress reports for activities lasting 6 months or longer.

Common educational performance measures include:

* Number of students attending (include number of diverse participants). If activity has more than one workshop/session, provide count by workshop/session);
* Major for undergraduate/graduate students participating in activity (i.e. CCEE, CRP, etc.);
* Names of faculty, researcher, and undergraduate/graduate students who assist with activity;
* Number of schools, departments, programs participating.

Are any deliverables suitable for inclusion in Go!