

**APGO ACADEMIC SCHOLARS AND LEADERS
2019-2020 EDUCATIONAL APPLICATION PROJECT (EAP) TIMELINE**

January 3, 2019 – Develop a one-paragraph summary of your EAP idea and bring it with you to discuss with your APGO advisor during the January meeting

February 6, 2019 – *EAP Idea* including project title, 200-250 word summary, timeline and resource requirements by e-mail to advisor with a copy to your local mentor and Kelly Toepper at ktoepper@apgo.org.

February 25, 2019 – *EAP Proposal* (in your online syllabus) form due by e-mail to your APGO advisor with copy to your local mentor and Kelly at ktoepper@apgo.org and bring hard copy to CREOG & APGO Annual Meeting.

March 2019 – **CREOG & APGO Annual Meeting** - Meet with advisor and your group sometime during the week as well as individually if you and your advisor deem it necessary. The goal of these meetings is to finalize your EAP Proposal, which is due with signatures the following week.

March 18, 2019 – *EAP Proposal* final draft signed by scholar, local mentor and APGO advisor

June 5, 2019 – *EAP Proposal* update due by e-mail to your APGO advisor with copy to your local mentor and Kelly at ktoepper@apgo.org . Use the *EAP Proposal* form to update your proposal and timeline and highlight changes from the final draft signed in March.

July 29, 2019–Draft #1 EAP Abstract (defined in Abstract Guidelines in the online syllabus) due to Kelly Toepper at ktoepper@apgo.org for distribution to advisors who will attend the August 2019 session. The abstracts will be reviewed prior to the meeting by one of four advisors who will conduct a reporting and feedback session in Annapolis. The session will be held on Friday of the August meetings. Each scholar will give a brief presentation summarizing his/her abstract and progress to date followed by feedback from the advisor and the other scholars in their group.

August 2019 – Project review during August sessions.

November 4, 2019 – Draft #2 *EAP Abstract* by e-mail to APGO advisors with copy to your local mentor and to Kelly at ktoepper@apgo.org .

December 4, 2019 – Draft #3 *EAP Abstract* adhering to 250-word limit to be received by advisors via e-mail and copied to your local mentor and to Kelly at ktoepper@apgo.org. Follow guidelines under July 27 deadline above.

December 13, 2019 – Advisors provide feedback on *Draft #3 EAP Abstract* to advisees.

December 20, 2019 – **Final** 250-word *EAP Abstract* due to Kelly Toepper via email at ktoepper@apgo.org for inclusion in the CREOG & APGO Annual Meeting syllabus.

January 30, 2020 – **Final Project Due Date.** The Final Project Report asks you to (1) summarize your Project and outline the next steps, and (2) reflect on what you have learned by conducting and completing the Project. LINK COMING SOON to submit your Final Report **and** attach your Final Abstract (even if no changes since December) in an email to ktoepper@apgo.org.

February 21, 2020 —Electronic version of poster due to Kelly at ktoepper@apgo.org in either a PDF or a PowerPoint slide titled it as your last name.

March 2020 – CREOG & APGO Annual Meeting – Hyatt Regency Orlando

Poster Presentation/Reception: Scholars' project posters will be developed according to APGO instructions and posted for display on the first day of the meeting and left up for viewing throughout the meeting. **Poster can be no larger than 3' 8" x 3' 8" so that two will fit on a 4' x 8' bulletin board side by side.** Tacks will be provided for hanging posters. Please take your poster container with you. Any containers that are left will be disposed of. A presentation of posters and reception will be held on Thursday of the meeting. Exact time TBA. Scholars will be asked to give a three-minute oral presentation of their poster at that time.