

ABC

*programs for band directors*

## PRACTICAL APPLICATION PROPOSALS

### INCOMING MASTERS CANDIDATES:

**Do not create or submit any proposal until you have ENTRANCE EXAM results on June 21.** You will then have 5 days to design 3 Practical Application proposals based on weaknesses indicated on your entrance exam Status Report. (You may not submit a proposal based on weaknesses in your primary instrument area.)

### RETURNING MASTERS CANDIDATES:

You may revise any previously submitted project by clicking on the **ADD REVISION COMMENT** button. If you decided to create an entirely new project, you can **DELETE** the project in question and submit everything from scratch by supplying a new title, weakness(es), and description.

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## SAVING AND SUBMITTING PROPOSALS

Be sure to **SAVE YOUR WORK OFTEN** as you enter each practical application proposal. Every 5 minutes is recommended; if your session times out, you lose your work since the last save. (Deadline for first year candidate proposals is midnight June 25.)

Be aware that **ONCE YOU SUBMIT** a practical application proposal to the faculty, you will not be able to edit or change it until the faculty does all assessments on June 27 and 28.

Once you receive an assessment on your proposal(s), you will be able to determine if you must submit revisions. **During ABC, you must do any required revisions by midnight June 30.** We will return comments within 24 hours up through July 1.

If you are revising a proposal any time after June 30, it will not be acted upon until July 15. Revisions submitted during the year, will be handled as soon as feasible (depending on the timeframe). Generally, expect an answer within 7 days or less.

We **DO NOT** accept any PA proposals or revisions via email, hardcopy, phone or fax.

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## STARTING WORK ON PROPOSALS

**CLICK HERE** to begin work on or retrieve Practical Application Proposals and faculty assessment.



**Not possible to complete login or review earlier submissions? Drop us an email.**