

MENV 2026 Capstone Partner Onboarding Checklist

Thank you for your interest in becoming an MENV Capstone Partner!

The purpose of this document is to provide you with steps and timeline for MENV Capstone - from proposal preparation and submission to Capstone matching and kick-off.

PROGRAM OVERVIEW AND PROPOSAL SUBMISSION

- ☐ **Review existing Capstone Resources:** Attend one of the Capstone Partner Information Sessions and/or review our online resources including *What is a Capstone Project?*, *Capstone Partner Guide*, and *project briefs* from past years.
- ☐ **Schedule a call with Alice** to get your questions answered or to brainstorm a proposal.
- ☐ **Review the proposal instructions** which you can find and download on our *website*.
- ☐ **Optional Submit a draft proposal** to Alice for feedback via email.
- ☐ **Submit final proposal** through our Proposal Portal by September 26, 2025 at 5 PM.

AFTER PROPOSAL SUBMISSION

Be sure to check your inbox (including spam folder) for emails from our team. We may ask you to revise and resubmit **during the review period (September 28 - October 10)** to increase proposal clarity or to include missing information. If we ask you for a revision, the deadline to submit a revised proposal is **October 17**.

Finalists advancing to the Networking Session will be **notified on Friday, October 24**. Note that being a finalist does not guarantee that a student team will be assigned to you. Capstone Partner selection is competitive.

NETWORKING SESSION FOR FINALISTS

The Networking Event is an in-person event, during which potential Capstone Partners and students discuss projects and form connections.

- ☐ **Save the Date:** Networking Event on **November 21, 9 AM - 12 PM, in the SEEC Auditorium** (4001 Discovery Dr, Boulder, CO 80303)



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☐ Register for the Networking Event

All finalists will **receive a registration link on October 24**. We ask all finalists to attend. To accommodate those that are not located in the Boulder/Denver area, we will provide a virtual option (you need to indicate this on the registration form). Please contact Alice if your mode of attendance changes after registration.

AFTER NETWORKING EVENT

Capstone Partners will be notified if they are assigned student teams **by December 12**. We will ask you to confirm your participation by **Monday, December 15**.

IF YOU ARE MATCHED WITH A GROUP...

- ☐ Review Tips for Capstone Partners (emailed by January 10)
- ☐ *Optional* Schedule a meeting with Alice to discuss any questions and concerns
- ☐ Sign the Letter of Engagement (emailed via DocuSign by January 31)
- ☐ Submit contact information for anyone from the organization who you would like to keep informed about the Capstone process.
- ☐ Check your mailbox (or spam folder) monthly on the 15th for our **monthly Capstone Digest**
- ☐ Meet with your group by January 31 (The students should be contacting you!)

SAVE THE DATE FOR CAPSTONE SYMPOSIUM OCTOBER 31, 2025

More information will be forthcoming in Summer 2025.

We wish you an excellent Capstone season!

Reach out to Alice at alice.reznickova@colorado.edu with any questions or feedback.