2026 MENV Capstone Proposal Template and Instructions

Thank you for submitting a project proposal for 2026 MENV Capstone! A brief proposal template is on Page 1 of this document. In-depth instructions for each item are on Pages 2-4.

You can submit the proposal as is or can make it your own using your organization's branding. Please provide answers to all sections. We ask that you only propose one project on one proposal template. For multiple projects, submit multiple proposals. Proposals should be submitted in a PDF file on our capstone website capstone website [here](#).

The final deadline for proposal submission is Friday, September 26, 2025, at 5 PM. If you have any questions or would like to discuss your proposal, please don't hesitate to email Alice Reznickova at [alice.reznickova@colorado.edualice.reznickova@colorado.edu](mailto:alice.reznickova@colorado.edu).

Capstone Proposal Template

1. Title Page

2. Project Executive Summary

3. Capstone Motivation

4. Anticipated Deliverables

5. Required Skills & Experience

6. Project Worksite and Location(s)

7. Compensation

8. Project Budget

9. Professional Development

10. Partner Expectations and Risk Management

Capstone Proposal Instructions

1. Title page
Proposed project title/topic
Partner organization name
Partner lead contact name/title
Partner back-up contact(s) with name/title
Partner organization website(s)
Please, do not include your contact information here, you will provide them on the submission form.

2. Project executive summary (250-400 words)
Summarize the project's purpose, goals, and outcomes. You can also share what success looks like, why this project is important to your organization, and relevant background information.

3. Capstone Motivation
Briefly explain your motivation for applying for an MENV Capstone Team.

4. Anticipated deliverables
Selected projects will be completed by a team of 3-4 students working approximately 600 hours each over the course of the project. What deliverables would you like students to produce throughout or by the end of the project? How will these products be implemented and used within your organization? Who is the intended audience?

Note: Students will be required to create a Scope of Work and conduct preliminary research to prepare for the project during the Spring semester. The preliminary research may include a landscape analysis, literature review, business case, systems map, data identification, etc. If matched to your project, the students will discuss with you what work would be the most beneficial. At the end of the project during the Fall semester, students will be required to create a poster, a presentation for MENV Capstone Symposium, and a public-facing project brief.

5. Required skills & experience
Are there required skills and experience that students must have to address this project successfully? List skills in three clearly labeled sections: a. *Required skills* (highlight technical skills on the top); b. *Preferred skills* (desired but not required for the project); c. *Skills students will gain* during the project.
Note: Please make sure that *required skills* are truly required and cannot be learned in students' other coursework or throughout the project.

6. Project worksite and location(s)

a. *Project worksite:* Where will the student complete the project (in-person, hybrid, or remote)? Will you require students to work from your organization's office or provide them with the opportunity to do so? Will you be able to meet with the students in person occasionally?
b. *Travel:* Do you anticipate any travel (e.g., field data collection, conferences)? Note that all required travel outside of the RTD-service area must be paid for by your organization and should not come out of student compensation.

7. Stipend
a. *Stipend per team and per student:* Stipends for projects support our equity efforts to make education, including this Capstone project, inclusive of students from all backgrounds. In 2025, the average stipend per student was $2,400 (with pay ranging between $0-$6000 per student). If you offer stipends, describe the arrangements including total AND per-student stipend. Indicate if stipend per student is different if you have a team of 3 vs. 4 students. Please, write "no stipend" if you currently do not currently have funding available, even if you applied for funding but have not confirmed it yet. Should funding become available, you can amend this proposal before Match Day.
b. *Form and timing:* Stipends can come in different forms (W-2 employment, 1099 contractor status) and students can be paid at different times throughout the Capstone (weekly, monthly, one-time stipend, etc.). Please clarify which form of payment you intend to use, and in the case of one-time payments, when students should expect to receive it. Please note that we are not able to facilitate student stipends through CU Boulder.
c. *External grants:* Does this project rely on external grants? Will students be asked to apply for grants to fund their work?

8. Project budget
What are the anticipated costs of the project? Note that partner organizations must cover direct project costs (e.g. travel expenses outside of RTD coverage, software, printing, research costs, supplies, and others). Most projects do not have any budget aside from stipends.

9. Professional development
Students deeply value mentorship, opportunities to build their professional networks, participation in relevant conferences, events, and internal meetings, and opportunities to develop career-ready skills through their Capstone project. How will the project lead and your organization provide mentorship and professional development to students? What professional and skill development opportunities will students have in connection with this project?

10. Partner Expectations and Risk Management
a. *Time required:* As a Capstone Partner, we recommend that you reserve one hour/week during the Capstone project to meet with the students. Additional time may be spent communicating

with the team via email or providing feedback on deliverables. Will you be able to fulfill the expectations of this role?

b. *Risks:* To ensure the success of the project, briefly outline what steps can be taken to prevent or manage risks, such as changes to project scope, funding availability, or changes in primary project contact.