

# MENV 2027 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 by [registering here](#), and/or review our online resources including [What is a Capstone Project?](#), [Capstone Partner Quick Facts](#), and [project briefs](#) from past years.
- Schedule a call with Alice** to get your questions answered or to brainstorm a proposal.
- Review the proposal template and instructions** which you can find and download [here](#).
- Optional Submit a draft proposal** to Alice for feedback via email.  
Most Capstone Partners take advantage of this early review during the summer.
- Submit final proposal** through our Proposal Portal by September 25, 2026 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 7)** 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 12**.

Finalists advancing to the Capstone Partner Showcase will be **notified on Wednesday, October 21**. Note that being a finalist does not guarantee that a student team will be assigned to you. Capstone Partner selection is competitive, with 50-75% of organizations being assigned a team.

### 2027 MENV CAPSTONE PARTNER SHOWCASE FOR FINALISTS

Capstone Partner Showcase is an in-person event, during which potential Capstone Partners and students discuss projects and form connections.

- Save the Date: November 20, 9 AM - 1 PM** (includes lunch), in the **SEEC Auditorium** (4001 Discovery Dr, Boulder, CO 80303)

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## Register for the Capstone Partner Showcase

All finalists will **receive a registration link on October 23**. 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. **The Virtual Capstone Partner Showcase will take place November 13<sup>th</sup> between 9 AM - 12:00 PM.**

## **AFTER CAPSTONE PARTNER SHOWCASE**

Capstone Partners will be notified if they are assigned student teams **by December 14**.

We will ask you to confirm your participation within 48 hours from notification.

We will release Capstone assignments to students by **December 18**.

## **IF YOU ARE MATCHED WITH A GROUP...**

Review Capstone Partner Toolkit (emailed by January 8)

Attend Capstone Partner Orientation on January 13th at 12-1pm (link will be emailed)

*Optional* Schedule a meeting with Alice to discuss any questions and concerns

Sign the Letter of Engagement (emailed via DocuSign by January 30)

Submit contact information for anyone from the organization who you would like to keep informed about the Capstone process.

Check your mailbox monthly on the 15th for our **monthly Capstone Partner Updates**

Respond to your Capstone Team requesting first meeting by January 31 (The students should be contacting you!)

## **SAVE THE DATE FOR CAPSTONE SYMPOSIUM OCTOBER 29, 2027**

More information will be forthcoming in Summer 2026.

***We wish you an excellent Capstone season!***

Reach out to Alice at [alice.reznickova@colorado.edu](mailto:alice.reznickova@colorado.edu) with any questions or feedback.