**iCAP Portal Project Fields**

* Project Name – can be updated
* ~~Long name – do not use (it doesn’t show up anywhere)~~
* ~~Related Projects – only add directly connected projects, such as the wind turbine and the associated ICECF grant~~
* ~~Primary Theme – do not change the primary theme~~
* ~~Other Themes – check only those that apply~~
* General Tab – see writing guide
  + Description
  + Background
  + Conclusion
* Contacts Tab
  + Project Leader – who is responsible for meeting this objective?
  + Primary contact – If someone other than the project leader
  + Team members – as applicable – List the people who are helping the project leader
* Dates/Status Tab
  + Status – proposed, in progress, completed, or cancelled? If you are not sure, then ask iSEE.
  + Date Proposed: When the project was proposed to the relevant parties?
  + Proposed by: Who proposed the project?
  + Date Investigated: When the project was investigated by a student, faculty, volunteer, or staff member?
  + Investigated by: Who is investigating the project?
  + Date Approved: When the iCAP project was approved by the official campus authority?
  + Approved by: Who approved the project?
  + Date Started: When did the project start?
  + Started by: Who started the project?
  + Date Completed: When did the project get completed?
  + Completed by: Who completed the project?
  + Date Cancelled: When was the project cancelled? This is only applicable if the project is officially cancelled by the official campus authority.
  + Cancelled by: Who cancelled the project?
* ~~Money and Funding Tabs – leave blank for now – These fields do not currently display because we are updating the backend system for this info.~~
* Locations Tab
  + Location – add locations that are for this specific project only
  + Room – if applicable (for example, room xxx in building zzz has a walk in freezer that was turned off)
* Files Tab
  + Image – you can provide a single image that will display on the project page
  + Image Gallery – you can provide several images that rotate through in a small slide show on the project page (in addition to the single key image)
  + Related Files – the project files posted here should be relevant to the project as a whole. If there is a file related to a project update, it can be added with the update, rather than on the main project page.
  + Description – type an appropriate display name for any files you post
* Links Tab
  + Title – type an appropriate display name for any links you post
  + URL - provide links to relevant websites
* Collections
  + Select any appropriate Collections for this project. Do not select 2015 iCAP Objectives for children projects of the objectives.