**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.