**iCAP Portal Template**

**Title**:

This is where your project/organization name would be placed.

**General Tab:**

* Description:

 Here you give a brief description

* Background
* Conclusion

**Contacts Tab**

* Primary Contact
* Project leader
* Team members
* Prior contacts

**Dates/Status Tab:**

Date Proposed:

 (Date the project idea was originally proposed)

 Proposed by:

Date investigated

Investigated by

Date approved

Approved by

Date started

Started by

Date completed

Completed by

Date Canceled

Canceled by

**Location(s):**

List any associated project locations

* Place (usually a campus building):
* Room number:

**Files:**

**Image Gallery:** send us any images you would like to include on the iCAP Portal, and let us know which one should be featured. Also, provide Alt text for each image.

* **Alt text:** Please add alternative text (alt text) for the image. Good alt text is concise and descriptive. Think of it this way: how would you describe the image to someone over the phone in one sentence?
* **Featured Image:** The first image in this gallery will be the project's Featured Image.
* Files must be less than **20 MB**.
Allowed file types: **png gif jpg jpeg**.

**Files**: you can provide any files you would like to share with the public.

Files must be less than **20 MB**.
Allowed file types: **txt pdf doc docx xls xlsx xlsm**.

**Videos**: you can provide embed codes (or give us the YouTube link) for related videos.

**URLs** – we would like to link to your Facebook, other social media, other websites, etc…