## Instructions for Check-in to the Marquette University 2020 President’s Challenge – COVID-19 Response

Use Arial 11 point font for the sections after general information. The check-in document should not exceed 2 pages. Save this form as a pdf file named lastname.pdf (lastname = last name of the primary Marquette contact person) and submit via email ([innovation@marquette.edu](mailto:innovation@marquette.edu)) by **5:00 pm on May 29th, 2020**.

Please note that the criteria for project funding will include:

* Description of intended outcomes, methods to evaluate project impact, ability to sustain outcomes
* Engagement with a community organization
* Ability to complete meaningful work in the one-year timeframe
* Experience and composition of the team
* Level of student involvement

At this point in the process, we do not expect that all of the criteria above will be met; the check-in document is in place to provide a status update and identify areas of additional support for teams.

## General Information

|  |  |
| --- | --- |
| Project Title |  |
| Primary Marquette Contact Person |  |
| Marquette Contact’s Department |  |
| E-Mail Address |  |

## Please identify the primary focus area for your proposal:

* Mental Health and Wellness
* Economic Revitalization
* Health Services

## Project Summary – include a brief overview (2-3 sentences) of the project.

Insert your text here…

## Partners – If identified, please list faculty, staff, student, and community partners

Insert your text here…

## Resources and connections needed –Please share any additional resources you anticipate needing in the next two weeks to be successful.

* Virtual Coaching
* If you need additional teammates, please indicate in which areas (faculty, staff, students, community partners)
* Budget Development Support

Other resources not listed: Insert your text here…