Dear CPCESU Partners:

The CPCESU is always looking to update its website with Project Spotlights. These spotlights are intended to highlight successful, completed CPCESU projects. We’d like to feature projects to showcase some of the great work that has been accomplished by our partners. Please take a few moments to consider some successful projects.

**How to Submit a Project Spotlight:**

Please forward the following information to CPCESU@nau.edu:

* Title of the Project
* Non-federal Partner
* Federal Partner
* Location of Project
* Principal Investigator
* Description of Project (about one-two paragraphs)
	+ When did the project start and finish?
	+ If known, what was the total cost for the project?
	+ What were the goals of the project?
	+ What were the successes of this project?
	+ Did the project support students?
		- If so, in what capacity?
	+ How did the project meet the needs of the federal partner?
* Photographs, Web Links, and/or Documents to be Included
	+ If at all possible, please send digital photos of the project
		- Photos can include the location of the project, fieldwork, the completed project, etc.
		- Please provide captions for your photos
	+ Web links to more information
	+ You may include documents suitable for public viewing

Tips for Writing a Project Spotlight:

* Be concise, but give enough information for the reader to understand the key points for the project.
* Include the preparer’s name and contact info in case additional information is needed.
* Use language that can be understood by a broad audience.

\* Each Project Spotlight will be reviewed and possibly edited for consistency with other highlights on the website.