



Online Summer Project Application

This is an outline of the process to complete an Online Summer Project application. Additional general information about Summer Projects is available at <http://www.mcli.dist.maricopa.edu/fpg/projects.html>.

Start your application

1. Go to the **myFPG** Web site, <http://www.mcli.dist.maricopa.edu/fpg/myfpg.html>, scroll down to **Summer Project Forms**, and open **summer_proposal_draft.doc**. Word process the information requested in the sections marked **Title**, **Abstract**, **Purpose**, **Professional Growth**, and **Benefits**. Formatting like bold, italics, size, font etc. will not be displayed on the Web, so just type in normal font (12 point Times New Roman). Save your document. To see if you are over the 120 word limit for the Abstract, highlight your Abstract text and in Word, pull down **Tools** and select **Word Count**.

Log in, get a password

2. Go to the Web site <http://www.mcli.dist.maricopa.edu/fpg/elf/> and enter your Maricopa e-mail address, **but do not click Sign in if this is your first visit**. First time users click **Send my password**, then go to your Maricopa e-mail account to retrieve your FPG password. Return to the above page and enter your e-mail address and new password, then click **“Create my account.”** After you sign in, click on the **Preferences** tab where you can enter or verify the requested information. You may change your password here too if you wish. Click **Save my information** when done with Preferences.

Start online application

3. Click on the **My Projects** tab if necessary. Scroll down and click either **Individual Summer Project** or **Group Summer Project** (this should only be done by the group leader).
4. Type the title of your summer project and its location (City, State or City, Country). If you are the only one involved with the project, skip to direction number 5.

Group projects:

After “Add Co-applicants for a new group project:” in about the center of the form, click **EDIT**. Carefully enter the e-mail address(es) of your other project member(s) (*copy and paste the address(es) from MEMO is better*). When you **Save and Return**, an e-mail will be sent to each group member inviting them to join the group. Each member will have to complete their own application except for the Title and Abstract that is typed by the group leader.

5. On the main application page after **Question & Answer Details**, click **EDIT QUESTIONS**. Open the word processed application you completed in step 1 above, and then copy and paste the text into the appropriate places on the Web form. Click **Save This Answer** after each paste. When all the sections have been pasted in, click **Save All and Return**.
6. On the main application page identified as your Cover Sheet, click on and complete the **Summer I EDIT TIMELINE** if your project dates are between the end of accountability in May and the end of the fiscal year, June 30. Click on the appropriate **EDIT TIMELINE** button(s). Please follow the examples on the page and end each line with how many hours each days’ activities take. Enter information about each days’ activities; do not summarize a week’s worth of activities on one line. Click on **RECALCULATE** at the bottom of the timeline. Correct any errors that may be identified and **Save my timeline(s)**.

More on next page

Documentation

Not all summer project applications need documentation. However if you plan on attending a conference, please include the URL of the conference Web site in the **Purpose** section of your application. We will need to see

- a) the dates of the conference,
- b) who sponsors it,
- c) where it will be held, and
- d) the cost.

If that information is not available online, make a copy of the conference brochure and follow the steps below to submit it to your college's FPG representative.

- a) Scroll down and click the radio button in front of "I am submitting an original print copy of my application..."
- b) To print your application, click on **PREVIEW APPLICATION** at the top of the Cover Sheet, then pull down **File** and select **Print**.
- c) Attach any supporting documents (conference brochures, etc.) to the printed application and deliver it to your college representative no later than **noon** on the **Thursday before Spring Break**. You must still complete an online summer project application.

International Travel

For projects that include international travel, the travel must be approved by the Chancellor (click the link near the bottom of the District Travel page, <http://www.maricopa.edu/business/ap/travel/index.html>).

Submit your application

7. When you have completed the above steps, you should be taken back to your Cover Sheet. Scroll down and read the blue text in the box at the bottom of the page. This constitutes a contract between you and the District. If you agree to the terms of the contract, click the button **Submit for approval**. During the time your college FPG representative is reviewing it, you can not edit your application online. If areas are found that could use improvement, s/he will return your application with comments and unlock it on the Web so you can make changes. Make the changes and **Submit for approval** again.

What happens next?

8. Your project will be scored by the Summer Project representatives from the other 9 MCCD colleges. If your project scores 80% or above, it will be ranked with all other acceptable projects and funded in the order of their score until either the money runs out or the 80% score is reached. The score used for group projects is the average score of all applications from the group.
9. You will be notified whether your summer project application was funded or not, usually by the end of April. If funded, you will be notified when there is a contract ready for you to accept in HRMS.