## Project Write Up Guidelines

Using the guidelines below, please submit a project write up to Paul (lubeck@ucsc.edu). Part I should be done at the beginning of your internship, and Part II at the end of your internship. Make sure you have at least 2-3 good photos of your site/project, at least one photo should include you. (upload to flickr.com-

login: giip.cgirs pswd: global314)

### Part I

**GIIP Fellow/Intern information:**

Name:

College Affiliation:

Major:

Graduation Date:

Current Contact Info:

 email:

 address:

 phone:

**Project Information:**

Name of Project:

Location:

Date:

Partner Organizations:

Funding received: any awards, scholarships, grants you were awarded to fund project, or otherwise- please provide details (i.e. name, amount, sponsorship info, deadline for application, etc)

Contact Info for Partner Organization

 email:

 address:

 phone:

 websites:

Contact info for your supervisor:

 name:

 email:

 address:

 phone:

**Documents:**

Please forward proposals, grant applications, etc

### Part 2

**Narrative:**

Please write a narrative about your project (may be edited for inclusion in publicity materials)

* your name/ organization’s name and location
* what background research did you do?
* how was your project funded ?
* what does the NGO/org actually do?
* how does the NGO/org use ICT?
* what was your strategy for capacity building or training?
* what projects did you work on and/or complete?
* what aspects of GIIP training were particularly useful?
* what was lacking from GIIP training?
* what are your general recommendations for the NGO/org?
* advice for the next intern?

Documents:

* please fwd any written proposals, reports, grants, etc
* photos of organization site, local scenery, people you worked with, yourself