The ESPC Process

Choose a project category.

**Full proposal >$500**
- Go to the website and review the checklist, sample proposal, sample budget and the ESPC handbook.
- After reviewing the materials, we suggest that you fill out the “Expression of Interest” form. While this is optional (except for speaker requests), it can be a helpful step in the process.
- Spend time preparing a full proposal to submit on the specified deadline.
- Make any necessary revisions, prepare a formal presentation and send in all additional materials by the “Edits Deadline.”
- Following “Step Four,” the formal presentation, ESPC members will determine whether or not the project will receive funding. The funding decisions are released on the last day of each semester.

**Speaker requests**
- Go to the website and review the sample proposal, sample budget and the ESPC handbook.
- A case manager will contact the applicant addressing any questions/concerns regarding the idea and assist with the creation of a full proposal.
- Submit the full proposal on the respective semester deadline.
- After “Step Two”, a case manager will contact you about scheduling a meeting to discuss your proposal with members of ESPC and the Facilities Coordinator.

** Expedited proposal <$500**
- Go to the website and review the sample proposal, sample budget and the ESPC handbook.
- After reviewing the materials, fill out the “Expression of Interest” form with event/speaker details (smaller scale speaker requests may be reviewed as expedited).
- An ESPC representative will be in touch within 1.5 weeks of your initial submission to set up a meeting and to clarify any loose ends (finalize budget, etc.). Plan your timeline accordingly and keep the other deadlines in mind.
- Follow all additional steps for the Full Proposal process.

**Go to the website and review the sample proposal, sample budget and the ESPC handbook.**

**Event/ Food**
- Is it a project or an event/food?
  - Event/ Food
    - After reviewing the materials, fill out the “Expression of Interest” form for food/event proposals.
    - The committee will respond to you within 1.5 weeks with either a funding decision or suggestions for proposal improvement/clarification. Be sure to keep deadlines in mind to allow for enough time for proposal revision/correspondence before the end of the semester or the date of the proposed event.

**Project**
- After reviewing the materials, fill out the “Expression of Interest” form for research/project proposals.

- The committee will respond to you within 1.5 weeks with either a funding decision or suggestions for proposal improvement/clarification. Be sure to keep deadlines in mind to allow for enough time for proposal revision/correspondence before the end of the semester or the date of the proposed event.