

**University of Illinois at Chicago – Department of Public Administration**  
**MPA Capstone Application Form**  
**Fall 2015**

Please complete the application below and mail or email with Request for Proposal (RFP) to:

James Thompson  
Department of Public Administration  
412 S. Peoria (M/C 278), Chicago, IL 60607  
Email: [jthomp@uic.edu](mailto:jthomp@uic.edu)  
Phone: (312) 355-0304

**Applicant Contact Information**

Date of Application	
Organization Name	
Organization Address	
Organization Website	

**Project Liaison Contact Information**

Name	_____
Title	_____
Phone	_____
Email	_____
Fax	_____

**Organization Description** - Below, briefly describe your organization or unit, including mission, scope of work, key program activities and target population.

**Capstone Project Overview** - Please describe the scope of the project that you are proposing for an MPA Capstone Project. *Include: (1) A brief overview of the issue or problem. (2) Why this issue is of particular relevance to your organization at this time and the practical implications of this issue or problem.*

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**Specific Tasks** - *Please list potential activities the Capstone Team might engage in (i.e. conduct literature review, create and deliver surveys, analyze existing data, create a database).*

**Skills** - *Please list specific skills or qualifications that would be helpful for the Capstone Team to have in order to address this problem (e.g. proficiency in specific computer software, accounting skills).*

**Deliverables** - Please describe the deliverables that are expected of the MPA Capstone Team at the completion of the project (e.g. survey, evaluation instruments, draft policies, data analysis, report, recommendations etc).

**Special Considerations** - If applicable, please describe any special considerations that the Department of Public Administration and/or the Capstone Team should be aware of, including anticipated obstacles.