

2012 Sponsorship Timeline

Summer/Fall 2011 Project Preparation for 2012 – Spring/Fall Semesters 2012:

August/September 2011

Meet with IPD Directors. Establish scope of project and designated company participants. Begin developing project description. We will help you.

September 2011

Verbal acceptance of IPD Lehigh University Sponsor Agreement key terms and draft of project description. Be sure you have approval from your legal department. Meet with IPD staff associate to process paperwork.

October 2011

Identify project mentors and sponsorship/legal issues (if any). IPD Directors can meet with legal or executive representatives at this point to iron out the legal and project details.

November 2011

Sponsor Agreements and Project Descriptions due. Submit the company logo to IPD in .eps format. Save the date for the January Sponsor Fair!

December 2011

Finalize Project Descriptions, identification of project mentors, outstanding paperwork and fees. Attend the 2011 end of project presentations.

Project Begins Spring Semester 2012:

January 2012 – Semester Begins

Sponsor Fair 1/19/12. Meet with team, arrange site visit.

February 2012

Weekly calls, emails. Come to Lehigh for Team Presentations #1.

March 2012

Weekly calls, emails, possible second site visit. Come to Lehigh for Team Presentations #2.

April 2012

Weekly calls, emails.

May 2012 – End of Spring Semester

Come to Lehigh for Team Presentations #3—Final Poster Sessions and Oral Presentations.

2012 PROJECT CONTINUES

Summer 2012 - Possible Internship

June/July/August 2012

Funding from the state is available for Pennsylvania companies to support one full-time summer intern. This funding is separate from and independent of IPD project funds. Details are distributed each April as funding is made available.

Project Continues - Fall 2012 Semester

September 2012 – Semester Begins

Come to Lehigh for Team Presentations #1 to restart the project.

October 2012

Weekly calls, emails. Come to Lehigh for Team Presentations #2.

November 2012

Weekly calls, emails.

December 2012 – End of Project Year

Come to Lehigh for Team Presentations #3 –final Poster Session and Oral Presentations.

2013 PROJECT PREPARATIONS

June/July/August 2012

Meet with IPD Directors. Establish scope of project and designated company participants. Begin developing project descriptions for 2013 projects.

Fall 2012 Semester

September 2012

Verbal acceptance of IPD Lehigh University Sponsor Agreement key terms and draft of project description. Be sure you have approval from your legal department. Meet with IPD staff associate to process paperwork.

October 2012

Identify project mentors and sponsorship/legal issues (if any). IPD Directors can meet with legal or executive representatives at this point to iron out the legal and project details.

November 2012

Sponsor Agreements and 2013 Project Descriptions due. Submit the company logo to IPD in .eps format. Save the date for the Sponsor Fair!

December 2012

Finalize Project Descriptions, identification of project mentors, outstanding paperwork and fees. Attend the 2012 end of project presentations.