

Submitting Your Project to Diplomacy Lab

1. **Complete the form.**
2. **Send the form to BeirutPD@state.gov.**
3. We will contact you with any clarifying questions about your project.
4. The list of all project requests will be provided to Diplomacy Lab partner universities.
5. Universities will select the projects where they feel they are most able to add value.
6. If your project is selected by a university team, your contact information will be provided to faculty member(s) undertaking your project. It will not be publicly distributed in the “menu” compiled of all submitted projects.

Field	Information
Project Name	Name the project that you will be working on. Try to make it both engaging and descriptive – students will be looking at a long list of potential projects!
Primary POC Info	Identify the primary contact who will be working with the Diplomacy Lab Team. If the project is selected by a university, this POC will be connected with the professor guiding the project. This person will coordinate the project with the corresponding faculty member, and over the course of the semester will conduct no less than three video or tele-conferences with the students engaged on the project.
Secondary POC Info	Identify a secondary person as a contact, in the event that the primary contact person is unavailable (e.g. leave, absence, travel, etc.). This person should be someone who could also take over primary POC role if the original primary POC leaves their position.
Team members	Write your full names here
Project Description	In one or two paragraphs, please describe the context of your project, its importance, and why the project will be useful. Describe what the project will entail. Keep in mind that this is the sales pitch, not the work-plan. You will have an opportunity to discuss the project early in the semester to elaborate on the goals and particulars of the project, so try to include enough detail regarding the project’s purpose and scope, without getting too bogged down in the details.

Final Product Format	This should describe what type of “deliverable” your team would like to receive. Do you need a 20-page research paper, a 4-page options memo, a presentation, a data analysis, or something else?
Discipline/Expertise	Please note any particular academic discipline, expertise, skill, language, or interest that you will find useful in successfully performing in this project, if any.
Comments	<p>This field allows you to make any other notes that do not fit the above categories.</p> <p>This is a great place to include links to additional information about your team, the topic, and potential preliminary research/reading materials.</p> <p>If you expect that this project would take more than one semester (~4 months), please note it here.</p>