



# FALL 2009 EEF REQUEST FOR PROPOSALS

PERFECT FOR STUDENT PROJECTS

## EEF Mini Proposal Goal

- The Engineering Excellence Fund seeks to fund projects that promote excellence and innovation in engineering education at the University of Colorado at Boulder.
- The EEF supports both graduate and undergraduate education.

## Important Dates

- Electronic copies of proposals should be submitted on or before **11:59 PM, Thursday, October 15th, 2009**.
- Qualifying applicants **must** give a 3-minute presentation followed by a 2-minute question and answer period on either **Wednesday, October 21<sup>st</sup> or Wednesday, October 28th** between 5:00PM and 7:00PM. Group members are responsible for checking the EEF website for their presentation time assignment which will be posted by October 18th. Any group member(s) may present.
- Applicants will be notified of decisions by **November 11th**.

## Selection Criteria

The EEF committee of undergraduate and graduate students reviews the proposals.

Proposals will be evaluated by the following six criteria:

- Student impact (number of students affected and/or depth of impact, need)
- Overall quality of proposal (grammar, persuasiveness,)
- Cost and economic sensibility (good return on investment, reasonable costs)
- Innovation and uniqueness of proposed project (creativity in problem solving, never been done before, cutting-edge, new to CU, etc.)
- Qualifications of proposal team (appropriate individuals and background knowledge for the task)
- Cost-sharing and support from department/college/other sources (diverse cost-sharing, non-EEF funding, donated time)

## Terms of Award

- EEF mini grants may not exceed \$2000. All funds must be spent by June 30, 2010.
- All student proposals must have a faculty or staff sponsor.
- EEF grants may satisfy all or part of the applicant's financial need. The committee reserves the right to provide partial funding.
- EEF reserves the right to publish funded proposals for general viewing.
- Grantees should affix an EEF sticker to applicable hardware and/or acknowledge EEF in any resulting publications.

## General Guidelines

- All College of Engineering and Applied Science students (graduate and undergraduate) and faculty are eligible to submit proposals.
- An individual or a group may submit proposals.
- Proposals should be written such that an undergraduate engineering student in any discipline can understand the objectives of the proposal.

- Past projects have included senior projects, independent projects, engineering outreach, college events, laboratory research, software/hardware, and lab equipment. For a list of past projects that have been funded, visit EEF's website at <http://eef.colorado.edu/>.

## Proposal Format Requirements

### **I. Overall Requirements**

- Prepare a proposal in accordance with all proposal format requirements.
- Use Times New Roman font (or equivalent) size 12 or larger.
- Page one should be the cover page, page two should be the project description, and page three should be the budget page.
- A list of references may be included beyond the three-page limit.
- **Proposals not adhering to all proposal requirements will be disqualified.**

### **II. Cover Page**

- Use attached cover page.
- List primary contact first, along with other team members.
- Pictures are allowed, but no additional text should appear on this page.

### **III. Project Description Page**

- The project description must be 600 words or less.
- This section should describe the nature of the project and how it will be approached.
- Describe how this project will benefit students, why this project is innovative or unique in its approach, and justify the cost and economic sensibility.

### **VI. Budget Page**

- Use the attached form.
- Proposal requests must not exceed \$2000.
- When describing individual purchases or items on the budget sheet, be very specific, including model numbers, component types, etc.
- EEF will not fund food, prizes, tuition, or tax; do not include these in your budget.

## Proposal Submission

- **Electronic files must be in [.pdf] format.**
- Email **subject line** must be EEF F09 MINI, [Primary Contact], [Project Title]
  - Example: EEF F09 MINI, Scott Johnson, Unmanned Submersible Vehicle
- **File name** must be saved as [PrimaryContactLastName\_ProjectName].pdf with no spaces in the file name.
  - Example: Johnson\_UnmannedSubmersibleVehicle.pdf
- Submit an electronic version of the proposal to [eef@colorado.edu](mailto:eef@colorado.edu).
- Please note any scheduling conflicts with presentation times in your email. We will attempt to accommodate scheduling requests.
- Receipt will be confirmed within 48 hours of submission via email.

## For additional information:

- See the EEF website: [www.eef.colorado.edu](http://www.eef.colorado.edu)
- Email the EEF Chair: Vivian Phinney, [eef@colorado.edu](mailto:eef@colorado.edu)

# PROJECT TITLE

Submitted to the Engineering Excellence Fund Committee  
University of Colorado at Boulder

Date, Year

Name of primary contact  
Department  
Email  
Phone

Name of team member  
Department  
Email  
Phone

Name of team member  
Department  
Email  
Phone

Name of team member  
Department  
Email  
Phone

Name of team member  
Department  
Email  
Phone

Name of faculty sponsor  
Department  
Email  
Phone

# 1. Project Budget

Please provide the information listed below. Type NA where not applicable.

## BUDGET SUMMARY:

Total Project Budget \$	<input type="text"/>
EEF Request \$	<input type="text"/>

Outside funding:

Source	Confirmed? [Y/N]	Total Amount
Department Contribution		\$
College Contribution		\$
(Other Source name goes here)		\$
(Other Source name goes here)		\$

## BUDGET BREAKDOWN:

Equipment and Materials:

Item Name / Description	Unit Price	Quantity	Total Amount
		Total \$	