



# SPRING 2017 EEF REQUEST FOR PROPOSAL

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 and presentations** should be submitted on or before **11:59 PM, Wednesday February 15<sup>th</sup>, 2017**.
- Upon notification via email that your proposal is accepted for review, **presentations** should be submitted electronically online on or before **11:59 PM, Saturday February 18<sup>th</sup>, 2017**.
- At least one member from qualifying applications must give a **3-minute presentation** followed by a 2-minute question and answer period on either:
  - **Monday February 20<sup>th</sup>, 2017 (5:00-6:30 PM)**
  - **Monday, February 27<sup>th</sup>, 2017 (5:00-6:30 PM)**
- Group members are responsible for checking the EEF website for their **presentation time and location** which will be posted by **11:59 PM, Saturday, February 18<sup>th</sup>, 2017**. Any group member(s) may present.
- Applicants will be notified of decisions by **Wednesday, March 15<sup>th</sup>, 2017** at the latest.

## Selection Criteria

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

Proposals will be evaluated by the following six criteria:

- Innovation and Uniqueness of Proposed Project (creativity in problem solving, never been done before, cutting-edge, new to CU)
- Student Impact (number of students affected and/or depth of impact)
- Cost and Economic Sensibility (good return on investment, reasonable pricing)
- Qualifications of Proposal Team (appropriate individuals for the task)
- Cost-sharing and support from department/college/other sources (diverse cost-sharing, non-EEF funding, donated time)
- Overall Quality of Proposal (grammar, persuasiveness, need)

## Terms of Award

- EEF mini grants may not exceed \$3000.
- 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 11 or larger.
- Page one should be the cover page, page two should be the project description, page three should be the budget page, and page four should be the financial information and faculty sponsor signature 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**

- Please 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 College of Engineering students, why this project is innovative or unique in its approach, and justify the cost and economic sensibility.

### **IV. Budget Page**

- Please use the attached form and follow the directions at the top of the form.
- Mini proposal requests to EEF must not exceed \$3000.
- 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.

### **V. Financial Information Page**

- EEF now requires each team to determine and list its SpeedType information before submitting a proposal to expedite the transfer of funds to awarded projects.
  - SpeedTypes can be obtained from your department financial manager:
    - ✎ AES: Margie Schneider ([margie.schneider@colorado.edu](mailto:margie.schneider@colorado.edu))
    - ✎ ChBE: Lauren Miremont ([lauren.miremont@colorado.edu](mailto:lauren.miremont@colorado.edu))
    - ✎ CEAE: Wayne Morrison ([wayne.morrison@colorado.edu](mailto:wayne.morrison@colorado.edu))

- ✎ CS: Stephanie Morris ([lauren.miremont@colorado.edu](mailto:lauren.miremont@colorado.edu))
  - ✎ ECEE: Christine Ralston ([christine.ralston@colorado.edu](mailto:christine.ralston@colorado.edu))
  - ✎ ME: Nancy Tway ([nancy.tway@colorado.edu](mailto:nancy.tway@colorado.edu))
  - ✎ ITLL/GEEN: Ruth Rindin ([ruth.rindin@colorado.edu](mailto:ruth.rindin@colorado.edu))
  - ✎ Dean's Office: Rory Korpela ([rory.korpela@colorado.edu](mailto:rory.korpela@colorado.edu))
- Indicate if a SpeedType will need to be created upon grant award.
  - Undergraduate and graduate students: Both the financial manager and faculty sponsor are required to provide signatures indicating the proposal and budget have been reviewed. Otherwise, the project proposal will not be considered.
  - Faculty and staff: SpeedType and department information is still required, though signatures are not necessary.

### Proposal Submission

- **Electronic files must be submitted in [.pdf] format on or before 11:59 PM, Wednesday, February 15th, 2017.**
- 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 the submission manager at [engineeringexcellencefund.submishmash.com/submit](http://engineeringexcellencefund.submishmash.com/submit)
- Please fill out the information for the lead contact on the proposal, as well as the email address that you wish to be your primary contact for the Engineering Excellence Fund.
- Receipt will be confirmed within 48 hours of submission.

### Presentation Submission

- **Presentations must be submitted in [.pdf] format on or before 11:59 PM, Friday February 17th, 2017 after receipt that your proposal was accepted for review.**
- File Name must be saved as [PrimaryContactLastName\_ProjectName]\_Presentation.pdf with no spaces in the file name.
- Example: Johnson\_UnmannedSubmersibleVehicle\_Presentation.pdf
- Submit an electronic version of the proposal to the submission manager at [engineeringexcellencefund.submishmash.com/submit](http://engineeringexcellencefund.submishmash.com/submit)
- 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: Sara Goldstein , [eef@colorado.edu](mailto:eef@colorado.edu)



# SPRING 2017 EEF REQUEST FOR PROPOSAL

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## 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 Description.

Please Limit to one page or less.

2. Project Budget

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

**BUDGET SUMMARY:**

Total Project Budget	\$	
EEF Request	\$	

Outside funding:

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

**BUDGET BREAKDOWN:**

Equipment and Materials:

<b>Item Name / Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Amount</b>
<b>Total \$</b>			

### 3. Financial Information

<b>Financial Manager's Name:</b>	<b>Department:</b>
<b>SpeedType Number:</b>	<b>Or, new SpeedType will need to be created:</b> <input type="checkbox"/>

\_\_\_\_\_

Financial Manager signature

\_\_\_\_\_

Date

### 4. Sponsor Approval

Signature indicates the proposal has been jointly reviewed by student(s) and faculty and approved by the faculty sponsor. (If you are a faculty or staff member applying for a mini grant you do not need to sign.)

\_\_\_\_\_

Faculty Sponsor signature

\_\_\_\_\_

Date