



Request for Proposals Engineering Excellence Fund, 2016-2017 Academic Year

To: All College of Engineering and Applied Science Faculty, Staff, and Students

From: Sara Goldstein, Chair - Engineering Excellence Fund

Date: February 20th, 2017

The Engineering Excellence Fund (EEF) Committee is currently seeking proposals for their 2016-2017 Major-Proposal award cycle. Please see the request for proposals (RFP) below for more information. The mission of the EEF committee is to effectively allocate student resources in the College of Engineering empowering individuals to create the best possible environment for engineering education. We promote educational excellence, provide seed monies to effect change, support interdepartmental collaboration, and encourage integrated efforts that will have a long-term impact. To this end, we entertain proposals from all College of Engineering and Applied Science faculty, staff, and students. Consideration is given to proposals relevant to senior projects, laboratory research, engineering education and outreach, student group events, course development, and individual projects among others. The EEF Committee allocates approximately \$400,000 annually in our Major cycle.

EEF's application process is detailed in the RFP. The committee will be soliciting feedback from each department or program submitting more than one proposal. The department chair or program director is required to acknowledge each proposal being submitted by his/her faculty, staff, or students. In the case of a multi-departmental proposal, the Chair/Director of the lead person submitting the proposal will provide the acknowledgment. Once all proposals have been received by EEF, we will ask each Department Chair/Program Director to provide a rank order of proposals from their unit, with a brief explanation as to the prescribed order. The committee will use this departmental/program view to help inform our decisions.

We encourage you to submit a proposal, and look forward to reviewing your ideas. **Major Proposals are due March 15, 2017.** Please see the following pages for detailed proposal instructions.

Sincerely,

Sara Goldstein
EEF Committee Chair

For additional information:

EEF E-mail
eef@colorado.edu

EEF Website
<http://eef.colorado.edu>

EEF Major 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, Wednesday, March 15, 2017**. Late or incomplete submissions will not be accepted.
- Applicants will be notified of decisions by **Friday, April 21, 2017**.
- Funded proposals will be required to submit a short report of project spending and progress by **February 28, 2018**.
- Awardees have one year from the award announcement date to spend allocated funds.

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

Terms of Award

- EEF grants may satisfy all or part of the applicant's financial need. The committee reserves the right to provide partial funding.
- Money not spent on the project within one year after the grant is awarded must be returned to EEF.
- Multi-year funding is not guaranteed.
- Submit a brief progress report and expense summary by February 28 of the following calendar year to eef@colorado.edu. Failure to submit a progress report will result in suspension of eligibility for further funding of such individual or group.
- EEF reserves the right to publish funded proposals for general viewing.

General Guidelines

- Students submitting proposals must have at least one faculty sponsor.
- 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.
- The EEF Committee prefers to fund equipment over salaries.
- Past projects have included upgrading teaching labs, developing innovative courses, and funding multidisciplinary projects designed to provide students with practical engineering experience. For examples of past projects that have been funded, visit EEF's website at <http://eef.colorado.edu/>.

Proposal Format

I. Overall Requirements

- Prepare and submit a proposal following the format below. Incomplete submissions and proposals not adhering to this proscribed format may be disqualified.
- Use Times New Roman font (or equivalent) size 11 or larger
- The total length **must not exceed 7 printed pages**, including the cover page, budget page, and financial information page.
- Include primary contact name and page number at the bottom of each proposal page.
- A **list of references or appendix** (if applicable) may be included beyond the 7-page limit.
- Be sure to provide links to websites if applicable.

II. Cover Page

- Please use attached cover page.
- List primary contact first, along with other team members.
- The proposal team must obtain a signature from their Department Chair or Program Director, indicating their understanding of the EEF request and impact claims made in the proposal.

III. Project Description

This section should describe the nature of the project and how it will be approached. A project plan should be included which specifies the start date and approximate duration of the project. This section should also address in detail the following points:

- Describe how this project will benefit students, and estimate how many students might be impacted.
- Describe why this project is innovative or unique in its approach.
- Justify the cost and economic sensibility of this project. An analysis of other options may be insightful to demonstrate cost/benefit analysis.

IV. Project Team Qualifications

This section should list each of the individuals involved in the development and execution of this project. It should outline the roles each of these individuals will play in the project, and provide a brief description of their qualifications.

V. Other Support

This section should describe any outside support that this project has already received or is actively seeking. This includes matching contributions of funds, space, equipment, etc. The project's dependence on EEF and other funding should be explained.

VI. Budget

- Please use attached form.
- When describing individual purchases or items on the budget sheet, be very specific: include model numbers, component types, etc.
- EEF will not fund food, prizes, tuition or tax: do not ask for these in your budget.
- Erroneous and/or incomplete budgets **will** adversely affect a proposal's consideration.

VII. 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)
 - ChBE: Lauren Miremont (lauren.miremont@colorado.edu)
 - CEAE: Wayne Morrison (wayne.morrison@colorado.edu)
 - CS: Stephanie Morris (lauren.miremont@colorado.edu)
 - ECEE: Christine Ralston (christine.ralston@colorado.edu)
 - ME: Nancy Tway (nancy.tway@colorado.edu)
 - ITLL/GEEN: Ruth Rindin (ruth.rindin@colorado.edu)
 - Dean's Office: Rory Korpela (rory.korpela@colorado.edu)
- Indicate if a SpeedType will need to be created upon grant award.
- Undergraduate and graduate students: The financial manager is required to provide a signature indicating the SpeedType information is valid.
- Faculty and staff: SpeedType and department information is still required, though a signature is not necessary.

VIII. Appendix (if applicable)

- If your team received a Spring 2016 Major Grant for this project, please include your progress report at the end of your proposal.
- The appendix does not count towards your page limit.

Proposal Submission

- All proposals must be received by 11:59 PM on Wednesday, March 15, 2017. There will be NO hard copy submission required.

I. Electronic Submission

- Submit an electronic version of the proposal to the submission manager at 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.
- Electronic files **must** be in [.pdf] format.
- File name must be saved as [ProjectName].[pdf] with no spaces in the file name.

PROJECT TITLE

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

Date, Year

_____(signature)_____
Name of primary contact
Department
Email
Phone

_____(signature)_____
Name of team member
Department
Email
Phone

_____(signature)_____
Name of team member
Department
Email
Phone

_____(signature)_____
Name of team member
Department
Email
Phone

_____(signature)_____
Name of faculty sponsor, if applicable
Department
Email
Phone

I acknowledge submission of this proposal, and am aware that I will be required to rank this proposal relative to other EEF proposals submitted by my department or program.

_____(signature)_____
Name of department chair / program director
Name of Department / Program

Abstract

A short abstract should be placed here. Do not go over to next page.

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:

Salaries:

Faculty Name	% Time	Length Of Time	Total Amount
Total \$			

Student Name	Grad or Undergrad [G/U]	Hourly Rate	% Time	Length Of Time	Total Amount
Total \$					

Equipment and Materials:

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

Construction cost: Please summarize construction needed, the contractor, and costs on an attached page. This may be in addition to the 7-page limit.

2. Financial Information

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

Financial Manager signature

Date