



## REQUEST FOR PROPOSALS

### 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, Tuesday, October 3<sup>rd</sup>, 2017**.
- Upon notification via email that your proposal is accepted for review, **presentations** should be submitted electronically to [eef@colorado.edu](mailto:eef@colorado.edu) on or before **11:59 PM, Sunday, October 8<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 during the weeks of **October 9<sup>th</sup> or October 16<sup>th</sup>, 2017**.
- Primary contact will be notified of their **presentation time and location** via email by **11:59 PM, Thursday, October 5<sup>th</sup>, 2017**.
- Applicants will be notified of decisions by **Wednesday, November 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 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 Requirements

### **I. Overall Requirements**

- Complete the 'Mini Proposal Form' and follow all instructions. Download the Form at <http://eef.colorado.edu/>.
- 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.

### **II. Financial Information Page**

- EEF requires each team to list its SpeedType information on the 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))
- 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.

## Proposal Submission

- **Electronic files must be submitted in [.pdf] format by 11:59 PM, Tuesday, October 3<sup>rd</sup>, 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.
- Please notify the EEF committee via email ([eef@colorado.edu](mailto:eef@colorado.edu)) of any scheduling conflicts with presentation times by **Saturday, October 7<sup>th</sup>**. Include the primary contact and project name in this email. We will attempt to accommodate scheduling requests.
- Receipt will be confirmed within 48 hours of submission.

### Presentation Submission

- **Presentations must be submitted in [.pdf] format by 11:59 pm, Sunday, October 8<sup>th</sup>, 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.

### Images and Digital Media

- EEF showcases funded proposals on [www.eef.colorado.edu](http://www.eef.colorado.edu). Please consider submitting images and digital media upon or after receiving EEF funding.

### For additional information:

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