

## Call for Requests and Proposals Engineering and Computer Science Student Projects – 2019-20

College of Engineering and Computer Science Students and Student Groups are invited to submit proposals for funds to support projects. Funds may be requested to support the following types of projects:

- Senior Capstone Design Projects;
- Student Organization Projects for Entry into Regional or National Competitions; and
- “Public Service” Projects by Student Organizations.

The following are items that may be supported:

- Costs for material for constructing projects;
- Costs for custom fabrication of parts that are beyond the capability of UE facilities or personnel;
- Software required to complete a project; and
- Costs for travel and registration for regional and national competitions. (NOTE: No travel funds will be awarded to any student or organization unless the UE Student Development Fund has been solicited for support).

Process:

- Students and/or Student Organizations requesting funding must submit a written proposal to the Executive Committee of the College of Engineering and Computer Science by **September 20, 2019**.
- The proposal must contain a (brief) description of the project, written in acceptable English.
- DO NOT submit your “Senior Project Proposal” prepared for class; prepare a specific one-page request.
- The proposal must contain a budget (*NOTE: a budget is more than a list of expenses; it includes anticipated income as well*), showing how funds will be used and any other sources of funds. The budget may be on a separate, second page.
- Special priority will be given to multi-disciplinary projects.
- The proposal must have a cover sheet that shows project title, amount requested, (typed) name(s) and signature(s) of the student(s) submitting the proposal, and the name and approval signature of the faculty instructor or adviser most closely associated with the project.
- Students and groups must make a so-called “Elevator Pitch” when submitting their proposal. The Pitch will be subject to the following requirements:
  - Time limit is 5 minutes. Presentation must be 2 minutes or less, with remainder for questions and discussion.
  - Pitch must tell what the project is, why it is worthy of funding (from the perspective of the listeners, *i.e.* the CECS Executive Committee), and the amount requested.
  - Only one student may make the presentation.
  - Neither the proposal itself nor notes may be used for the “Elevator Pitch”. The speaker must convince the listeners to support the project because it is a good, valuable project about which the speaker is excited.
  - No visual aids may be used.
- The CECS Executive Committee will decide funding level for all projects. Poor presentations may receive reduced support or no support.

Dates and Limits:

- Funding will generally be limited to no more than \$3000 per project.
- Projects for competition must seek a portion of necessary funds from the Student Government.
- The CECS Executive Committee will be available to hear pitches and receive proposals as follows:
  - Electrical Engineering and Computer Engineering senior projects on Fri., Sept. 27 from 12:00 – 1:00 p.m. in KC 267 (EE 495 class);
  - Mechanical and Civil Engineering projects/teams on Fri., Sept. 27 from 2:00 – 3:00 p.m. in KC 254 (ME 495 class); and
  - All other majors / student organization / public service projects on Thurs., Sept. 26 from 1:00 – 2:00 p.m. in KC 250A in the Dean’s Office at KC 250A
- Sign-up at the Dean’s office (KC 250) to reserve a time for your pitch.
- **Awards will be announced by October 4, 2019.**
- Students and Faculty Advisers must abide by the CECS Policy on Projects for Regional and National Competitions, if applicable.