



ASME PHILADELPHIA REQUEST FOR PROPOSALS: STUDENT PROJECTS 2019-2020 ACADEMIC YEAR

The following describes funding opportunities for student projects sponsored by the Philadelphia Section of ASME.

CALL FOR PROPOSALS:

The Philadelphia Section of ASME invites student sections to submit proposals within the Philadelphia Section area for student projects. The project must be related to mechanical engineering. This year all written proposals must be accompanied by an oral presentation, as outlined below. Funding amounts are normally up to \$600 per project. This year, we will also consider sponsoring a special project that significantly impacts on one or more of the following topics:

- 1) Improving the quality of the mechanical engineering students and programs
- 2) Improving participation of students in mechanical engineering and ASME
- 3) Enhancing the reputation and visibility of ASME

Funding amounts for this special project will be a maximum of \$1,000.

PROPOSAL SUBMISSION: *Proposals must meet the following criteria:*

- **Title page** - Must list affiliation, names of students, contact info, and faculty sponsor
 - *Note: Proposals that do not have a faculty sponsor will not be considered.*
- **Introduction** - Project background, scope, and definition
- **Technical Discussion** - Design, system, process etc.
- **Project Plan** - Project management plan, tasks, general timeline, and schedule
- **Project Cost** - Compile a detailed and itemized budget, followed by a written explanation and defense for the need for ASME funds.
 - *Note: Proposals must contain a detailed budget to be considered.*
- **Letter of support** - Must be from faculty sponsor
- **Proposal length** - Maximum of 5 pages, double spaced.
 - *Note: All documentation must be submitted as a pdf file.*

WRITTEN SUBMISSION DEADLINE: Friday, November 1, 2019 5pm (EST)

Proposals may need to be resubmitted with changes after an initial review.

ORAL PROPOSAL: *Proposals must meet the following criteria:*

- Presentation time of 5 minutes per group
- Question and answer time of 3 minutes per group
- Consist of at most 5 slides:
 - Title slide (include project title, team names and roles, advisor's name, and university/college name)
 - 1 slide containing motivation, problem statement, approach, and deliverables
 - Details of the technical solution or proposed research

SEE FOLLOWING PAGE FOR THE FUNDING CONTRACT

- Budget
- Closing slide

Student groups will orally present their proposals on Friday, November 15, 2019 at 3pm at Drexel University at a room to be announced.

The proposal review committee will select the projects to be funded and announce recipients of awards on or before December 6, 2019.

ADDRESS ALL PROPOSALS TO:

TO: **Brian George, Phila. Section Awards Committee** – Brian.George@jefferson.edu
CC: **Marcus Besser, Phila. Section Chair** – mpb20@psu.edu

Please send one email with funding proposal, signed agreement, and letter of faculty support attached

FUNDING AGREEMENT | TERMS AND CONDITIONS:

If a project is selected for funding, and the funding is accepted/received by the project team, the project team is responsible to make reasonable effort towards the completion and advancement of the goals laid out from within the submitted funding proposal.

If the project team is disbanded, or the project scope deviates from the approved proposal in any way, it is the project team's responsibility to notify ASME Philadelphia accordingly. **Failure to present proposed deliverables will result in a request to reimburse the funded amount.**

By accepting funding from the ASME Philadelphia Section, the project team acknowledges that a poster and brief presentation are required as part of this agreement. The results of all projects will be presented at our annual awards banquet, typically held in April. The project team is required to send at least one representative. The ASME Philadelphia Section will waive any event or dinner fees for up to two team members attending. All students are welcome to attend for a discounted rate of \$10.

If any of these stipulations remain in conflict with the original funding agreement by the night of the awards dinner, ASME Philadelphia reserves the right to restrict funding opportunities to affiliated institutions in the following year's call for proposals.

By signing this document below, I acknowledge that I have read and understand the above terms of this funding agreement.

Advisor Signature

Date MM/DD/YY

Project / Team Representative

Date MM/DD/YY