**A proposal should be prepared and submitted to the advisor at the beginning of dead week prior to the term when the work will start. The student must submit the final version of the proposal to the research advisor during the first day of the research term. A computer and equipment replacement lab fee must be paid. The proposal requirements and structure are listed below. Follow the template below as a guide.**

**Instructions**

1. Form is completed between student and research advisor
2. Completed form needs to be approved and signed by research advisor. Override granted by research advisor.
3. Signed form goes to ET204 to be kept on file.

**Proposal Requirements Template**

**Contact Information:** Name, major, phone number, email address

**Proposal Title:** This title will be on your transcript (30 characters or less, including spaces)

**Credits:** State the number of credits (1-4 hours per credit per week) and either A/F or S/U

**Course**: Name of course (PCE 495, MFGE 495)

**Advisor**: State your advisor’s name

**Learning Outcomes:** What are the educational goals of the project?

**Background**: Provide a summary of the problem or area of study that you are tackling

**Course Objectives**: Explain the goals of the project.

**Plan**: Describe the steps required. Include dates for meeting with an advisor in addition to dates for completing steps in your plan. Provide dates for all deliverables.

**Deliverables**: What will be the result of your work that the grade is based on? Examples include: documentation such as data collected, sketches or CAD drawings, prototype, presentation, poster and/or report.

**Metrics**: How should your results be judged? What determines an “A” grade and a “B” grade? This should include a breakdown of activities/deliverables, the relative weight of each activity, the due dates and late penalty. This will need to be mutually agreed upon with your faculty advisor.

**Resources**: In order to thoroughly answer the following questions, complete the table below. What additional time, talent or resources will be required to complete the work? Are specific machines or process required such as CNC machining, casting, wind tunnel, flow bench, etc.? What prerequisite courses have you completed to ensure you are capable of using the equipment properly and safely? What software/computer resources are required? If the project requires a specific human resource, you will need agreement and a signature from that person before the proposal will be approved.

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| --- | --- | --- |
| Equipment/Software Needed | Prerequisite Course Completed | Signed Authorization of Faculty/Technician |
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**Lab Fee**: A lab fee ofis required of all projects. All projects will have a computer use ($30) fee. Lab fees associated with the project (machine use and raw materials) should be estimated and discussed with the project advisor. A lab fee for machine use and raw materials will be paid when you register for this course. An additional variable fee may be charged at the end of the quarter based on additional materials consumed or equipment required.