

Request for Proposals

Student Organization Competitions 2004-2005

Department of Mechanical Engineering, Mechatronic Engineering, and Manufacturing Technology

Participation by student groups in off-campus competitions must be approved by the Department Chair. This includes but is not limited to the ASME Human Powered Vehicle Competition, SME WESTEC Competition, SAE Mini Baja Competition, and SAE Supermileage Competition. A formal, typed proposal must be submitted which includes:

1. Competition (name, date, location)
2. Student organization
3. Student in charge of project (name, phone number, email address)
4. Faculty advisor
5. Students involved in the design and construction (names, phone numbers, email addresses)
6. Facilities that will be used for construction
7. Location where project will be stored
8. Project schedule with milestones
9. Students attending competition (names)
10. Travel plan to competition (itinerary, method of transport)
11. Itemized budget (estimated)
12. Sources of funding

Please note that student groups failing to meet certain project milestones will not be allowed to continue and participate in the competitive event. These milestones must be carefully planned and scheduled with the faculty advisor. One milestone must be a 30-minute presentation to the MEM Department and the Dean 5 to 7 days before traveling to the competition. To compete, the group must obtain approval from the Dean by demonstrating (at the presentation) that the project is complete and is capable of competing.

Proposals are due in the MEM Department Office by 4:30 p.m. Friday, September 24. Notification of acceptance will be given by Friday, October 1.

The College of Engineering, Computer Science, and Technology receives Instructionally Related Activity (IRA) funding each year for projects that are certified by the IRA Board. The current certified projects are the Human Powered Vehicle Project, the Supermileage Vehicle Project, and the WESTEC Project. Accepted proposals for these certified projects will be automatically forwarded to the Dean for consideration of IRA funding.