

**Department of Mechanical Engineering, Mechatronic Engineering, and
Manufacturing Technology**

Student Organization Competitions: 2007-2008

Request for Proposals

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

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

Student teams failing to meet major 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. There are two required milestones.

1. An informal presentation to the Department at least 30 days before the competition that demonstrates a functional vehicle or device
2. A 30-minute formal presentation to the College Dean 5 to 7 days before traveling to the competition (To obtain approval from the Dean, at the presentation the project team must demonstrate that the project is complete, the vehicle or device has been performance-tested, and it is competitive.)

Design reports that are required by the sponsoring organization (e.g., ASME, SAE) must be read and approved by the faculty advisor before submission.

Each student team must select a financial officer (treasurer). This student is the sole representative who interacts with the Department Administrative Support Coordinator for purchasing components, submitting receipts, and receiving reimbursements.

Faculty advisors are responsible for completing and submitting the necessary field trip forms and waivers at least 30 days before the competition.

The College of Engineering, Computer Science, and Construction Management receives Instructionally Related Activity (IRA) funding each year for projects that are certified by the IRA Board. The current certified projects are the ASME Human Powered Vehicle, SAE Supermileage Vehicle, WESTEC Manufacturing Challenge, and SAE Mini Baja. Approved proposals for these certified projects will be automatically forwarded to the Dean for consideration of IRA funding.

**Proposals must be submitted to the Department Office by 4:30 p.m., Friday, September 28.
Notification of approval will be given by Friday, October 5.**