



Request for Proposals

Engineering Undergraduate Programs

Senior Design Funding

This request for proposals (RFP) is directed toward student project teams that are in need of supplemental project funding for their capstone senior design projects. All proposals submitted shall follow the general outline provided below. Proposals will be submitted online through an online survey that collects a budget spreadsheet and signatures page.

Required Proposal Outline: Expect to enter this information in the online survey (Google Form [here](#)). We recommend preparing your information in a separate document, then copy and paste into the survey.

1. The title of the project and number of students on the team including a primary student contact for the team.
2. The names of any project sponsors/partners external to the University and a brief description of their involvement with, and/or contributions to, the project.
3. Prompt responses (paragraphs (no more than 150 words each)) on the following topics:
 - a. **Project Description and Purpose:** Provide a detailed description of your project, including its objectives, scope, and key features. Include rationale and significance of the proposed work.
 - b. **Project Alignment:** Explain how your project aligns with the Strategic Vision of SCU and how it is consistent with the Mission of the School of Engineering. In particular, which aspects of the Vision does your project support? In what ways does your project reflect the values and goals of the Mission?
 - c. **Community Impact:** Describe how your project outcomes and activities demonstrate a commitment to creating a more humane, just, and sustainable world. What potential impacts could it have on its intended community?
 - d. **Project Feasibility:** Explain your project's feasibility given its personnel (team members, advisors, other stakeholders), project activities and scope, timeline, and planned budget expenditures. You may include how your project plan leverages SCU resources or infrastructure. Consider what evidence will be presented that the project or its impact is successful.
4. Supporting documentation for your project including a detailed budget. A budget template is available [here](#) or you may create your own with the required information including names, majors, and email addresses of team members, names, and departments of faculty advisors, along with a detailed budget for the project identifying full costs of the project. You must specify which project costs you are asking ENGUG to fund. *Note: No team will be awarded more than*

*the **maximum \$500 per student**, and few teams will be funded at that level. Undergraduate programs also does not fund student travel.*

- a. Include other internal funding sources at the university to which you have applied for funding. Include amount requested, amount received (if known), and date award will be announced (if award has not yet been made).
5. Complete, sign, and upload the Signatures Form. You may print the form and obtain ink signatures, then scan and upload, or you may e-sign. The form consists of the following:
- Project title
 - Total project budget
 - Amount of funding requested from Undergraduate Programs
 - Signatures of all team members signifying your team recognizes that acceptance of any funds from Undergraduate Programs commits you to presenting your project in either in-person poster sessions at Family Weekend in February, Preview Weekend in April and high school engineering outreach programs in the winter/spring quarter.
 - Signatures from all project advisors that they have reviewed and support the team's proposal for Engineering Undergraduate Programs Senior Design funding. (**Please review your budget proposal with your advisor before it is uploaded and before they sign off on this form**)

This information required of proposals must be submitted online by **October 20, 2024**.

Proposal will be submitted via [Google Form](#).

Proposal evaluation and notification will be completed by late November.