

**M:2:I Project Proposal for 2016-2017**

Instructions: Please fill out this template per the RFP that accompanies this template. If you have any questions, please contact Matthew Nelson (mnelson@iastate.edu).

Proposals must not exceed 7 pages in length. Including diagrams, pictures or graphs is encouraged. Before submitting the proposal, please make sure the following are done:

1. Delete this instructions section
2. Make sure your project name and the person(s) submitting the proposal are listed
3. Save the file in the following format projectname\_last name of submitter.docx
4. You must use the Excel template for your budget. Use the same format as above to name this file except use .xls or .xlsx
5. Email the files to: mnelson@iastate.edu place in the subject line your “project name” proposal. Ex: HABET Proposal

Do not forget to also include a budget in the separate Excel template.

This project proposal is submitted in response to the Request For Proposals (RFP) issued by M:2:I. The author(s) hereby state that the information submitted in this report is accurate to the best of their knowledge and conforms with all requirements of the RFP. Failure to respond properly to the RFP and/or falsifying information may result in this proposal being rejected.

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| --- | --- |
| Project Name: |  |
| Project Faculty Advisor:  |  |
| Proposal submitted by:  |  |

# Statement of Purpose

Describe why this project should exist and what you will accomplish. What problem(s) will this project attempt to solve or what purpose does it serve.

**Example:**

*In order to explore the vastness of space and to explore beyond our own solar system a new propulsion method is needed to send humans to “the final frontier”. One possible method that has been proposed by Dr. Zefram Cochrane is to generate a warp field around a spacecraft to propel it at faster than light speeds. This team will explore this theory in order to help human kind explore the universe.*

## Background Information

A short summary on any background of the project or background information on the problem(s) this project will address or needs to be addressed.

# Scope of Work

Place here 1-2 paragraphs that summarizes the work and outcomes you hope to accomplish in Make to Innovate.

**Example:**

*Team X will conduct research into generating a stable warp field that could be used for space exploration. The work performed will be to study warp fields and produce a small warp field generator that is capable of generating a stable warp field.*

## Deliverables/Goals

In this section, elaborate on what you plan to accomplish with the project and any tangible deliverables you will produce from this project. You should also state your goals and when those goals will be accomplished.

**Example:**

*Team X has the goal of building the first stable warp field in a laboratory setting. In order to accomplish this, the team will first design and build a mock-up warp field generator that can be used to test the theory of warp field generation. In the following semester the team will then build and test an actual warp field generator with the goal to produce a stable warp field and not blow up the lab or rip a hole in the space-time continuum.*

## Timeline and Milestones

In this section give as much detail of a timeline as you can at this time. Also provide a minimum of 3 and a maximum of 5 milestones and their deliverable(s) for each semester. The milestones and timeline should coincide with what your deliverables, goals and overall scope of work you plan to do.

# Budget and Resources

## Resources

In this section list any specific resources you may require. This should include equipment resources such as wind tunnel, foam cutters or other large equipment. This should also include any expertise from other faculty or staff and what space requirements you require.

## Budget

In this section put a short summary on your budget and how the funding will be used. See the rules listed in the RFP for what M:2:I can and cannot fund. For single items that are over $100, please include a justification for the item such as what its primary function is. Justification is also needed for any travel request. If items are estimates, please make sure to state that. Use the attached Excel file for large capital items and for any travel funding requests.

## Team Members

List all current members on the team.

## Team Organization

Insert a team organization chart. An example is provided.

# Conclusion

This should be 1-2 paragraphs that wrap up the proposal.