Make to Innovate RFP

Request for Proposal - Fall 2016-Spring 2017

# Purpose

Make to Innovate (M:2:I) is a program aimed towards encouraging undergraduate students in participating in hands on projects that engages their current engineering skills and promotes learning new ones. M:2:I encourages students to propose a new team that fulfills the mission of M:2:I. This RFP is for students that wish to propose a new project in the M:2:I program.

Funding for M:2:I projects is limited. Projects will be ranked based on the following items:

* Feasibility of the project
* Reasonable project goals and timeline
* Resources and funding requested
* Possible duplication with other M:2:I projects
* Student impact and diversification
* Group has secured a faculty adviser

# Request

All new projects that wish to be part of M:2:I and obtain funding and/or resources through M:2:I must submit a proposal and preliminary budget. The proposal shall be a maximum of 7 pages and will also include a budget using the provided Excel template. The proposal needs to contain the following information outlined below and is required to follow the template provided. Students must submit their written proposal in a DOCX file format and must use the Word template provided.

* Clearly stated goal(s) the project will accomplish for both the Fall and Spring semester
* Clearly stated timeline for when the goal(s) will be accomplished
* Clearly stated deliverable(s) the project will produce
* A preliminary budget
* Request for on campus resources such as
	+ Storage space
	+ Manufacturing facilities
	+ Work space
	+ Software
	+ Lab technicians or additional ISU staff resources
* Current team roster
* A request for any additional students needed and backgrounds (such as EE/CprE/ME)

Failure to include these items may result in reduced funding for your project or rejection of your proposal.

## Budget Request

M:2:I is limited to what it can fund for student based projects. In general, M:2:I is able to fund the following items:

* Materials and parts that are not in stock in the M:2:I lab
* ISU Services available through the Resource Hub
	+ Foam cutter
	+ Rapid Prototype (3D Printers) machine
	+ Laser cutter
	+ CNC
* Any other service through the Resource Hub
* Chemicals from Chem Stores (must have prior approval from Matthew Nelson)

M:2:I however will **not fund** the following requests

* Purchase of materials and parts that are in stock in the lab
* Labor services (such as welding) that is off campus[[1]](#footnote-1)
* Computer purchases[[2]](#footnote-2)
* Tools[[3]](#footnote-3)

# Requirements

Any group that submits a proposal for consideration must meet the following requirements.

* All students must be in good standing with ISU and registered as a full time student
* All students must maintain a 2.0 or higher GPA and must not be academic warning or probation
* Team Leaders must maintain a 2.5 or higher GPA and must not be on academic probation.
* All students involved must be enrolled in AerE 294X or AerE 494X.

# Schedule

This RFP is due on Sept. 2nd at 11:59 p.m. central time for the Fall 2016 semester. If a new team wishes to turn in a proposal for the Spring 2016 semester, those will be due on January 20th, 2017. No late proposals will be accepted. No extensions will be granted. All proposals must be emailed to the M:2:I Program Coordinator, Matthew Nelson, at mnelson@iastate.edu.

# Attachments

A template for both the proposal and the budget will be attached to this RFP. You must use these templates for your proposal. Failure to do so will result in a proposal that will be rejected. If you did not get a copy of these templates, please see Matthew Nelson.

# Submission

All proposals should be submitted by the deadline outlined above. All proposals should be named in the following format:

projectname\_last name of submitter.docx and .xlsx for the budget

All submissions must be emailed to the M:2:I Program Coordinator, Matthew Nelson, at mnelson@iastate.edu and your project name should be in the subject field.

1. Students may petition to use off-campus services if they can show that ISU does not have those resources or if it is not economical to use an on-campus service [↑](#footnote-ref-1)
2. This covers all pre-built desktop or laptop requests. Computer components will be considered if it is essential to the project [↑](#footnote-ref-2)
3. Special item tools may be requested, but will be added to the M:2:I tool inventory and will need to be checked out like all other tools [↑](#footnote-ref-3)