Instructions for Engineering Student Project Teams

Registration and Application for Funding

There are two components to submitting your funding and registration application: the web form and addendums.

The web form is found at: http://www.engineering.cornell.edu/teams, click on Registration and Funding Request

The addendums include:

1) team roster in Excel with name, major, college, graduation year
2) team safety plan in Word
3) detailed team budget in Excel.

These three addendums should be submitted via upload or to Emily Tompkins at eft24, in the following format:

- YourProjectName_Year_ProjectTeamRegistrationRoster.xls
- YourProjectName_Year_ProjectTeamRegistrationSafetyPlan.doc
- YourProjectName_Year_ProjectTeamRegistrationBudget.xls

Section One: Team Description

1) An executive summary of the project must be provided (200 words or less). Give a brief description of your team and the overall goals and objectives. Describe how it will utilize your engineering knowledge and create the opportunity for additional learning. You should also discuss the methodology and feasibility of the project. This section should clearly state the complete timeline and expectations of the project, i.e. it is an annual competition or one that progresses over several years. Major deliverables and other relevant information should be included as needed.

2) Team website.

3) Prizes, awards, press recognition the team received during the previous year.

Section Two: Team Organization

1) You must have a faculty advisor to be a project team. You must have discussed your application with your advisor and received his/her approval prior to submission.

2) The team must be registered with Cornell as a University student organization. Information on the steps necessary to do this can be found at: http://sao.cornell.edu/SO/

3&4) Provide names, major, year in school, net ID.

5) In addition to the individual team leaders and officer lists, a general roster is required. Use the template link to access the file, populate the fields and then upload.

6) Since it is possible that a team is still in the recruiting phase, we ask for the expected size of the team.

Section Three: Team Logistics

1) You must submit a draft safety plan describing how you intend to provide a safe working environment. Rebecca Macdonald, Swanson Director of Engineering Project Teams, B27 Upson Hall, rm797, is available to assist you with this process. Completed safety plans should be submitted to Emily Tompkins, eft24@cornell.edu.
The web form (a-e) should only list highlights.

a) Include required and specialized training for the team. This will require reflection on the type of activities the team will be involved in. If necessary, Rebecca Macdonald will work with you to involve Cornell’s Office of Environmental Health and Safety.

b) This should cover rules for general activities.

c) These are detailed safety guidelines for performing specific tasks: i.e. safe handling of lead acid batteries, road testing a vehicle.

d) In addition to consequences, you should also discuss how the plan is communicated to team members and how the plan is enforced.

e) You only need to provide the previous year’s information.

2) a) For ALL travel the team or subsets of the team will take to events, activities, competitions, etc. This is to include local and long distance trips. If there is a recurring trip, you need only note it once but note that it is recurring (and dates).

b) Any specialized transportation requirements.

Section Four: Resource Request

1) Space Utilization:
   a) Give a complete description of space utilization: size, location, team use
   b) Be as specific as possible.
   c) Include all equipment the team uses, may use or might need. Be as specific as possible. It may not be possible to add to this list later in the year.
   d) Provide justification of your yes/no response.

2) Budget & Funding:

As a separate submission you must submit your team’s detailed budget. The template for this can be found on the College’s Team Funding and Registration webpage and should include all the project expenses and income. In completing the Budget Template use all categories that apply and add others as needed. It is important to understand that you are expected to raise funds outside of college/department funds you may receive through this process. We have asked for your best estimate of other projected sources of income such as corporate and alumni donations, grants, other. Be sure to include ALL in kind donations of materials, supplies and services.

Use results from your detailed budget to populate the fields in section 2. This section asks only for the major line items from your team’s detailed budget.

   a) This would be the cost of the project over its life cycle. You should include all expenses, even those donated or provided as gifts in kind.

   b) The anticipated length of your project.

   c) Be sure to clearly delineate each form of projected income.

Don’t forget to submit:

☐ A copy of your team’s roster (in Excel - see Section Two)
☐ A copy of your team's safety plan (in Word or PDF - see Section Three)
☐ A detailed copy of your team's budget (in Excel - see Section Five)