Russ College of Engineering and Technology

Russ Vision

COMPETITION participation Fund

**Proposal Receipt Deadline: Proposals should be submitted no later than 4 weeks before students would need access to funds.**

**STATEMENT OF PURPOSE**

The Russ College Meta-Engineering Competition Participation Fund (CompF) is intended to provide support for undergraduate students to compete against other engineering and technology universities either regionally or nationally. The competition proposal must be prepared and submitted by the undergraduate student(s) that will be attending the competition.

Awards will support the following:

* Travel to and from the competition site,
* Competition Registration,
* Hotel costs, and
* Support for competition supplies.

Funds will be available through the academic year only, therefore June 1st is the last date available for ALL expenditures. If an extension is needed, a deadline waiver must be requested. Without this waiver, funding will be halted on the day of the deadline. The maximum award provided by this program is $10,000 with the requirement that the student secure 50% match through a combination of department funds, student organization funds, or other student fundraising efforts. The Russ College will only support 50% of the total costs associated with CompF awards.

**ELIGIBILITY**

Undergraduate students must be enrolled in the Russ College of Engineering and Technology on the Athens campus of Ohio University and in good academic standing (not on probation and with a GPA of a 2.0). Students must be enrolled and maintain undergraduate student status during the competition preparation and attendance period.

**REVIEW AND EVALUATION/SELECTION CRITERIA**

The Assistant Dean for Student Services will review the competition proposal. Preference will be given to student(s)/group(s) that have not been funded during the current academic year, those students that have been involved with the competition preparation, those students that are actively competing and those competitions related to the professional societies related to a department of the college. Any proposal that has been submitted or written by a faculty member will be disqualified from funding. The proposal process is intended to mirror future professional applications and is intended to be completed by the students involved.

**AWARD REQUIREMENTS**

All CompF recipients are required to submit a report within one week of return to campus from the competition event describing the competition, in terms of who attended, the results of the competition, whether or not the group will compete in subsequent years and goals for future competitions (what went wrong and the intent for rectifying that in the future). The format of the report is provided in Appendix C. The report must be emailed to the Assistant Dean for Student Services by 3 pm within one week of competition. **An inability to provide a report will suspend all funding that has yet to be allocated and may disqualify the student(s) or student group from future student funding opportunities.**

Russ Vision funds will be transferred to the student account upon award. However, in order to receive either reimbursements or to purchase materials with the RVCompF funds, the students must coordinate with—whenever possible—the administrative staff in their home department. Award letters will include the name of the most appropriate staff person with whom students should coordinate for purchases and reimbursements.

AVN: Theresa Meyer

CEE:  Teresa Tyson-Drummer

ChE: Carrie Carpenter

EECS: Tiffany Hunter

ENT: Brenda Sinclair

ETM: Dina Russell

ISE: Teresa Tyson-Drummer

ME: Stephanie Walker

**When ordering supplies or reimbursements, the student must provide the individual listed on their award letter the funding submission request form (Appendix B) to supplement the receipt for travel or supplies.** The lack of inclusion of this form will void the transaction.

**PROPOSAL PREPARATION GUIDELINES**

Please review the guidelines before submitting a proposal. Very meritorious proposals may not be funded because guidelines are not followed, and information needed to make an informed, objective decision is not available. The proposal must be written by the student with review and approval of the faculty advisor, as appropriate.

The application must contain the following: a (1) cover page, (2) proposal narrative, (3) budget, (4) competition documentation and (5) Department Chair and/or Faculty Advisor’s letter or email of support.

1. **COVER PAGE:**

Complete the cover page (see Appendix A). Signatures mustbe obtained by the applicant and are required on the submitted proposal. The cover page mustbe the first page of the proposal.

1. **PROPOSAL NARRATIVE**

The proposal narrative should be no more than 5 (5) double-spaced pages with 12-point type(Times New Roman or Arial)that is clear and legible. Figure, charts, tables and figure legends and footnotes may use a smaller font size and may be single-spaced but mustbe clear and readily legible. Margins must measure one inch (1") or greater on all sides. Please note, any proposal not conforming to the format requirements may be returned without review.

The goal of the requirements for type size, spacing, and margins is to provide legible documents of roughly similar length. Please review all electronic attachments before submitting.

The proposal narrative must include the sections listed below (Please use these section headings in the proposal). Students are encouraged to use the first person narrative style.

**Proposed Activity Description:**

Describe the proposed competition activity. Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so the reviewers can understand your proposal.

Timelines:

Provide an expected timetable for the competition activity (e.g., when is competition registration due, when will your travel be booked (if applicable), what are the dates of travel, when is the competition and what is your plan to prepare for the competition).

**Student’s Role:**

Describe the student’s role in attending the competition. If you are working with other students, a faculty advisor or if this is part of a larger continuing project, detail the contribution made by each individual student involved in the competition.

**Significance:**

Describe the significance of this competitive opportunity and what you intend to take away from this experience.

1. **BUDGET:**

This section must be completed utilizing budget form found on the website. All projects that require the services of Russ College Technician, Thomas Boyle (Joey), must be planned in advance and included in the budget proposal. All students/organizations that require the use of the machine shop in Stocker Center or the Project Hangar in the Academic and Research Center will need to complete a safety orientation with Joey in advance. The date of the safety orientation will be communicated via email once proposal is picked for funding. No purchase will be approved until the safety orientation has been completed.

Without explicit exception in writing, budget expenditures encumbered before the award date will not be reimbursed.

Funding is provided to cover the cost associated with travel to and from the competition site, competition registration, hotel costs, and support for competition supplies. All meals are the responsibility of the students. Receipts will be required, as they are available, to verify costs. All travel rates must comply with Ohio University accepted rates as indicated by the Finance Department at: <https://www.ohio.edu/finance/procuretopay/procurement/travel_services_resources.cfm>

1. **COMPETITION DOCUMENTATION**

Provide a flyer, handout or web documentation detailing the dates of the competition and/or program.

1. **LETTER OF SUPPORT**

The advisor’s endorsement letter must not exceed one (1) page and may be single-spaced. The advisor may email the letter separately from the application. The letter must be included in the application or the student should note in the application that the letter will be emailed separately.

The endorsement must include: (1) an assessment of the student’s interest and participation in the proposed competition, (2) the perceived benefit of the competitive activity to the development of the student(s), and (3) verification that the student(s) attending the competition have participated during the preparation of such.

**PROPOSAL SUBMISSION**

The student must submit one copy of the proposal (with required signatures) either electronically or hard copy to the Assistant Dean for Student Services ([linscop1@ohio.edu](mailto:linscop1@ohio.edu), Stocker 121) prior to the deadline.

**Appendix A**

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COMPETITION participation Fund

Cover Page

Student’s Name:

Ohio University email address: Telephone:

Athens address:

Organization Name:

Student Organization Account Number:

Faculty Advisor’s Name: Email address:

Sponsoring Department or Center

Name of Competition:

Location of Competition:

Dates of Competition Attendance: to

Total amount of money requested in this application: $\*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*(May not exceed $10,000 total)

We, the undersigned, have read the Guidelines for this fund and understand the responsibilities we undertake should funding be received. We will comply with the requirements to submit a final report. We certify that the application has been written and completed by the student.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Center Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX B**

Russ College of Engineering and Technology

RUSS VISION

COMPETITION participation Fund

Funding SuBmission Request

This page must appear in all submissions for funding as the cover page to receipts in Concur for reimbursements, purchases and travel.

Award Designation:

Date:

Student’s Name:

Student’s Home Department:

Project Title:

Total Funding Awarded:

Travel Funds Transferred to Account:

Total Funds Spent to Date:

Funds Requested with this Submission:

Remaining Funds after this Submission:

**APPENDIX C**

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Russ vision

competition participation Fund

Post competition REPORT

(competition ATTENDED)

(AWARD DESIGNATION NUMBER)

(sTUDENT NAME or student group)

(FACULTY aDVISOR’S nAME)

competition sUMMARY:

(Describe the anticipated results prior to the competition? Detail the final results (not standing or placement specifically but did you do as well as you anticipated or better). Who participated in each element of the competition? Who else attended the competition on behalf of Ohio University and the Russ College? Do you feel you were adequately prepared for the competition? What do you think you should have done to prepare yourself better? Do you feel other students would benefit from this type of opportunity, and why?)

competition eXPENDITURES sUMMARY:

(Provide a table comparing the status of actual verses proposed expenditures. An example is provided below.)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Line Item | Proposed Costs | Actual Costs | Remaining |
| Mileage Costs | $200.50 | $181.00 | $19.50 |
| Hotel Costs | $100.25 | $100.25 | $0 |
| Competition Registration | $100.00 | $100.00 | $0 |
| Total Project Costs | $400.75 | $381.25 | $19.50 |