EXPERIENTIAL LEARNING (EL) FUNDS PROPOSAL

**REGULAR (NON-CONDITIONAL) FUNDING REQUEST**

Top of Form

|  |  |
| --- | --- |
| *GROUP / TEAM NAME, OR PROJECT TITLE:* | Large Format 3D Printer Project |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *PREVIOUS FUNDING:* | We received EL funding last year | | We did *not* receive EL funding last year | |
| *OUR TEAM HAS \_\_ “FULL DURATION[[1]](#footnote-1)” MEMBERS:* | 5 | *... OF WHOM \_5\_\_ ARE SEAS MAJORS:* | |  |
| *OUR GROUP IS A (check only one)* | Competitive club[[2]](#footnote-2) | Service or Learning club[[3]](#footnote-3) | | other form of project group |
| *OUR TEAM INCLUDES (check all that apply):* | Undergraduates  Graduate students | *WE ARE REQUESTING FUNDING FOR THESE TERMS:* | | Fall  Summer  Spring |

FUNDING REQUEST

*Only include here the amount being requested of the EL Fund, not your total funding need.*

|  |  |  |
| --- | --- | --- |
| *NON-CONDITIONAL REQUEST[[4]](#footnote-4)* | *PREDICTED CONDITIONAL FUNDS NEEDED[[5]](#footnote-5)* | *TOTAL* |
| $1000 | $0 | $1000 |

SIGNATURES

STUDENT PARTICIPANTS

*Who must sign?* For groups of 5 or fewer, all students on the team. For groups of greater than 5, appointed or elected captains and all other officers.

*What does my signature mean?* I have read and approve of this proposal. If funded, I commit to undertake the activities described herein and to fulfill the group’s obligations as described in the Policies Governing the Experiential Learning Fund. *(Note: All signatures must appear on this page; separate emailed acknowledgements are not acceptable.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TYPED or PRINTED NAME | COMPUTING ID | ROLE IN THE GROUP | | SIGNATURE |
| John Link | Jwl9vq | Leader | Primary point of contact |  |
| Sean Donley | Sd8bg | Member | |  |
| Sunniva Nyhus | Smn6ez | Member | |  |
| Caroline Peterson | Ckp5kk | Member | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

FACULTY ADVISOR(S)

*Note*: Teams requesting more than $1,000 in funding *must* have a faculty advisor.

*What does your signature mean?* I have read and approve of this proposal. If funded, I commit to advising the students for the duration of the project, and to holding them accountable for the activities described herein, and to their obligations as described in the Policies Governing the Experiential Learning Fund. I further attest that my laboratory will not directly benefit from the student work, and that this proposal was developed by the students and not by myself. *(Note: All signatures must appear on this page; separate emailed acknowledgements are not acceptable.)*

|  |  |  |  |
| --- | --- | --- | --- |
| TYPED or PRINTED NAME | COMPUTING ID | DEPARTMENT | SIGNATURE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

INSTRUCTIONS

1. Read carefully the Policies Governing the Experiential Learning Fund.
2. Write a **detailed proposal** that provides:
   1. Your **goals** as a group; and
   2. **Background** information necessary for an unfamiliar person to understand the problem being addressed, the nature of the competition, and any desired outcomes, as best suits the situation; and
   3. Your **approach** and your plan for success; and finally
   4. A description of your **needs** for which funding is sought.
   5. Portions a-d should not total more than 5 pages. Photos should be used only to make relevant points.
   6. **Past accomplishments** (if relevant; up to 1 additional page):
      1. *For competitive clubs who have previously received Experiential Learning Funds*, provide a brief history of your performance in competition, and your approach to maintaining or improving your performance in the coming year.
      2. *For any other group that has previously received EL Funds,* justify the current request in terms of your achievements in previous years.
3. Present a **detailed budget** that includes *all* known costs, including those in excess of what you are requesting of the EL Funds.
   1. A table format is recommended for the budget itself.
   2. Specify the amount that is to come from the EL funds, if different from all known costs.
   3. Provide an estimate of any *conditional* expenditures, and when they would arise.
   4. Detail is great, but it is preferred that you group small purchases of related items (e.g. “resistors”, “capacitors”, and “transistors” can be grouped as “electronic components”).
   5. Write **brief justifications** of your major needs, or your groups of needs.
   6. For groups who were funded in the previous year, please indicate what, if any, materials left over from last year will be repurposed to this year.
   7. Funding requests in excess of $10,000 *must* be accompanied by plans for (or evidence of) complementary requests to other sources of funds, goods, or services. Funding requests in excess of $5,000 *ought* to do so.
4. Complete the cover page (page 1 of this document), and obtain signatures of students and faculty mentors (page 3, if required).
5. Compile parts 2-4 into a single PDF file, and email it to *ELFund@virginia.edu.* Your proposal will be evaluated after the next due date.

1. “Full duration” members are those who you anticipate to be actively involved with the group by the end of the term. Do not count group members who are likely to be involved early, but not to persist. [↑](#footnote-ref-1)
2. “Competitive clubs” complete an engineering project with the explicit goal of competing against other teams. An example of this is a club that builds a robot with the goal of competing in combat against robots built by other schools. [↑](#footnote-ref-2)
3. An example of a “service or learning club” is one that builds devices, and/or teaches others to build devices, for the interest of doing so, but without there being a competition in which they engage. [↑](#footnote-ref-3)
4. Non-conditional requests are for funds that are needed for the execution of the engineering project itself. These expenses typically include, but are not limited to, parts and supplies. [↑](#footnote-ref-4)
5. “Conditional funds” are those that would be needed upon successful completion of the engineering project, or some other critical milestone. For example, travel to a competition is contingent upon successful completion of some or all of the generative project. Conditional funds must be requested upon or near completion of the engineering project, but must be estimated here so that we can plan for them as an expense if your project is funded. [↑](#footnote-ref-5)