

EPIC PROJECT PROPOSAL – WENTWORTH INSTITUTE OF TECHNOLOGY – DRAFT

DATE: _____

INSTRUCTOR: _____ email: _____

PROJECT NAME: _____

COURSE TITLE: _____

PROJECT SCOPE, TIMELINE, OUTCOMES, ASSESSMENT:

EXTERNAL COLLABORATOR(S): _____

===== ADDITIONAL INFORMATION =====

*** When filling out the sections below, please enter N/A if a section is Not-Applicable. Failure to do so will result in a delay in processing the proposal. Blank Sections are assumed to have been ignored.

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IDENTIFY LIABILITIES & RISKS to Faculty, Students, Staff, Facilities, Etc.:

INSURANCE AND INDEMNIFICATION NEEDS:

CONFLICTS OF INTEREST:

INTELLECTUAL PROPERTY OWNERSHIP (including Patents, Copyrights and Trademarks):

CONFIDENTIALITY CONSIDERATIONS:

FINANCIAL CONSIDERATIONS (Funded via Department, Grant, Collaborator or Not Funded - \$\$ Amt):

EXPORT CONTROLS:

SPECIAL REQUESTS (EQUIPMENT, SPACE, SPECIAL PERMISSIONS/PERMITS, ETC):

===== DEPARTMENT APPROVAL(S) =====

I (we) have reviewed the above proposed Project/Course and have ascertained that it meets the educational outcomes and assessment methods of the Department(s) as they pertain to EPIC and provides thorough information pertaining to the above ADDITIONAL INFORMATION and hereby submit it to the Director of EPIC Learning for approval and to the Compliance Officer for review.

DEPARTMENT(S) _____ Chair _____
_____ Chair _____
_____ Chair _____
_____ Chair _____
_____ Chair _____

===== FOR EPIC OFFICE USE ONLY =====

Approved By (Print): _____

Approved By (Sign): _____

Date: _____

Once approved, a copy of this document is to be given to the Principal Investigator and a copy is to be given to the Compliance Officer for review and formalization via a Contract, Memorandum of Understanding, or other formal instrument if required.