

Coleman Student Vehicle Gift Packet

2016-17 Academic Year Application Information

Michael and Jennifer Coleman P'15 and P'17 presented Olin College with a financial contribution that is to be used to provide additional resources to Olin College student vehicle teams. Each team will be eligible to receive up to \$5,000 in the 2016-17 academic year.

Document Requirements

1. Application

All Coleman gift applicants must complete the attached one-page application in addition to the information listed under “Required Documentation Checklist” in full by the announced deadline. Please carefully review the “Screening Criteria” and “Deadline” listed below when preparing your application.

The application should be reviewed by the team’s faculty advisor and the advisor should send an email of agreement along with the application upon submission.

The application MUST be typed and completed prior to the due date; please do not send it in on the due date in case other information is required. If the application is incomplete and/or not typed, then your team will forfeit their portion of the gift.

2. Final Report and Reimbursement Requests

Teams will be required to complete a full final report that conveys the details as to the manner in which the funds were spent.

The final report must have the following requirements:

- Any relevant information or documentation, such as Design Review slides, completion photographs or project photographs;
- A picture of the entire team with members’ names and their class years listed;
- Presented in two copies, a pdf format and a word format (reviewed for grammar and typos)
- Impact of the gift on your team’s experience and outcome; and
- A thank you message to the Coleman family.

You may wish to include a case for support in future funding needs but this is not required.

Final reports should not be any longer than 10 pages, (which includes pictures and a listing of your competition team membership) are due on **April 15, 2017**. Please send this information in an editable (Word) format and in a pdf format.

The team’s faculty advisor **MUST** review and approve both copies before it is submitted. Additionally, the team should involve several report reviewers from the team to ensure a quality report is submitted.

Final reports should be sent to the Director of Academic Services, Ellise LaMotte at ellise.lamotte@olin.edu and Krissy Raposa, Director of Family and Alumni Relations at kristina.raposa@olin.edu.

Failure to submit a final report or abide by the above requirements will **jeopardize future funding**. Please **do not wait until the due date of April 15th** to submit your report, allowing for possible edits.

Please process reimbursements as you normally do and specify that the refund should come from the Coleman Gift account.

Screening Criteria

1. *Team status*

Teams are required to be in good standing per Olin College.

2. *Olin Student Participation*

Applicants must be currently enrolled Olin students.

3. *Academic Standing*

Participating Olin students must be in good academic standing. Students in good standing may continue to apply even though others on the team may not be eligible to continue.

4. *Completeness*

Proposals must be completed to the satisfaction of the Committee.

Deadline

The application submission deadline is November 20, 2016.

The Committee will meet shortly after the application deadline to review all proposals. If a team has not met all Screening Criteria (above), the proposal will not be considered.

Please contact the **Director of Academic Services, Ellise LaMotte** at ellise.lamotte@olin.edu, if you have any questions.

**Office of Academic Affairs
Academic Year 2016-17
Coleman Gift Application**

Team Name: Olin Aquatic Robotic Systems

Team Leader Name(s) and Class Year: Raagini Rameshwar, Class of 2017

Date Submitted: 12/5/2016

Activity/Project Title: AUVSI Roboat

Type of Funding:

☐ Conference ☐ Research Support ☒ Competition

	Yes	No	N/A
Will your team be presenting a talk?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will your team be participating in a poster session?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is your team participating in a competition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you and your teammates have to miss classes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you made arrangements to make up class time?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Faculty Advisor or Sponsor: David Barrett

Faculty Advisor Signature: _____

(The Faculty Advisor should also send a letter of agreement, after they have reviewed the application.)

REQUIRED DOCUMENTATION CHECKLIST: Attach no more than 2 pages that include:

- **General description** of activity and anticipated goals, outcomes and benefits;
- **Budget and resource requirement and justification, including** information as to the expected use of the funds awarded;
- **Space requirements**, including identify space needed/requested for this project. NOTE: some spaces require prior approval for use; and
- **Project timeline** including start and end date.

REQUIRED FOLLOW-UP CHECKLIST:

Final Report and Reimbursement Requests

Teams will be required to complete a full final report that conveys the details as to the manner in which the funds were spent.

The final report should have the following requirements:

- Any relevant information or documentation, such as Design Review slides, completion photographs or project photographs;
- A picture of the entire team with members' names and their class years listed;
- Presented in two copies, a pdf format and a word format (reviewed for grammar and typos);
- Impact of the gift on your team's experience and outcome; and
- A thank you message to the Coleman family.

Final reports are due on April 15, 2016 to the Director of Academic Services, Ellise LaMotte at ellise.lamotte@olin.edu and Krissy Raposa, Director of Family and Alumni Relations at kristina.raposa@olin.edu.

Please send this information in an editable format and in a pdf format.

The team's Faculty Advisor MUST review and approve of the final report before it is submitted.

REIMBURSEMENT REQUESTS: Original receipts of purchase are required for reimbursement. All reimbursement requests must be submitted Academic Affairs (MH250) for processing within 10 days of the purchase/expenses.

**Forward your (TYPED) completed application (via email ONLY) to
Ellise LaMotte, Director of Academic Services at
ellise.lamotte@olin.edu**

All forms mentioned in this document can be found on P:/Coleman Gift Award.