

Class 1 FS2018 - Team Management Deadlines:

DOCUMENT/EVENT:	SUBMISSION DEADLINE	PENALTIES INCURRED FOR MISSING DEADLINE	FINAL DATE FOR LATE SUBMISSION	PENALTIES INCURRED FOR MISSING FINAL DATE	SUBMIT VIA:	FURTHER INFORMATION
FS Funding Awards	01/12/2017 23:59 UTC	Not considered for awards	N/A		awards@imeche.org	http://www.imeche.org/events/formula-student/team-information/financial-support
Create or update Team Account	08/12/2017		N/A		Team Account	http://www.imeche.org/events/formula-student/team-information/team-registration
Payments and Car Numbers accepted for selected teams	22/01/2018 12:00 UTC		24/01/2018 12:00 UTC	Forfeit place in competition	Team Account	
Change of Class from Class 1 to Class 2	20/04/2018 17:00 UTC		N/A		formulastudent@imeche.org	Please notify us in writing, given your University and team names and reason for change of class
Essential Information Part 1	27/04/2018 17:00 UTC		04/05/2018 17:00 UTC		Survey Monkey: https://www.surveymonkey.co.uk/r/EssentialInfo2018	
Essential Information Part 2	27/04/2018 17:00 UTC	-10 per day (or part thereof): up to a maximum of -50	04/05/2018 17:00 UTC		Team Account	
Final Team Member & Emergency Contact Details	11/05/2018 17:00 UTC		N/A		'My Details' section of Team Account	
Helmet & Driver Suit approval request	11/05/2018 17:00 UTC		N/A		formulastudent@goose.co.uk	
MSA Indemnity Form	04/06/2018 17:00 UTC		08/06/2018 17:00 UTC		Team Account	
Campsite Booking Form	08/06/2018 17:00 UTC		N/A		http://www.imeche.org/events/formula-student/team-information	
Additional Member Payments	11/06/2018 17:00 UTC		N/A		Manage Members' section of Team Account (Team Leaders & Faculty Advisors only)	
Apply for free IMechE membership if required (see FS Rules)	11/07/2018 17:00 UTC		N/A		http://www.imeche.org/membership/membership-registration/How-to-apply/affiliate	
FS2018 20th Anniversary Competition	11/07/2018 - 15/07/2018		N/A			Silverstone Race Circuit, Towcester, Northamptonshire, NN12 8TN



Class 1 FS2018 - Announcement Dates:

DOCUMENT/EVENT:	ANNOUNCED BY:	RELEASED VIA:
Business Case Special Condition released via FS website	07/11/2017 17:00 UTC	http://www.imeche.org/events/formula-student/team-information/forms-and-documents
Selected & Reserve Teams Published	22/01/2018 12:00 UTC	http://www.imeche.org/events/formula-student/team-information
Confirmed & Reserve Teams Published	26/01/2018 12:00 UTC	http://www.imeche.org/events/formula-student/team-information
Campsite bookings open		http://www.imeche.org/events/formula-student/team-information
Pre-Scrutineering Form	06/07/2018 12:00 UTC	http://www.imeche.org/events/formula-student/team-information/forms-and-documents

Class 1 FS2018 Static Event Submission Deadlines:

Documents submitted by the initial deadline will not incur any penalties. However, blank or minimally completed submissions will be penalised. Documents received after the initial deadline will incur lateness penalties, as described in the table below. Please refer to section A5 of the rules and the table below for further details.

Any documents received after the final deadline will result in that section being marked as 'Not Submitted'. In some cases, this will prevent teams from competing in that event.

It is possible to upload 'replacement' versions of a document between the initial and final deadlines, but any new documents uploaded after the initial deadline will incur lateness penalties. The only exceptions are where resubmissions are requested by the judges.

Judges will always review the latest version only.

DOCUMENT/EVENT:	SUBMISSION DEADLINE	PENALTIES INCURRED FOR MISSING DEADLINE	FINAL DATE FOR LATE SUBMISSION	PENALTIES INCURRED FOR MISSING FINAL DATE	SUBMIT VIA:	FURTHER INFORMATION
Business Logic Case	08/12/2017 17:00 UTC	-10 per day (or part thereof); up to a maximum of -50	15/12/2017 17:00 UTC	Teams will not be considered for entry into 2018 competition if no BLC received by final deadline.	Manage Submissions' section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as PDF document
Engineering Design Report	08/05/2018 17:00 UTC	-10 per day (or part thereof); up to a maximum of -100	18/05/2018 17:00 UTC	Zero points for Design if no document has been submitted by final deadline.	Manage Submissions' section of Team Account	There is no template for the Design Report, but guidance notes will be uploaded to: http://www.imeche.org/events/formula-student/team-information/forms-and-documents . Upload as PDF.
Design Spec Sheet	08/05/2018 17:00 UTC	-10 per day (or part thereof); up to a maximum of -100	18/05/2018 17:00 UTC	Zero points for Design if no document has been submitted by final deadline.	Manage Submissions' section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Excel document
Cost Report	25/06/2018 17:00 UTC	-10 per day (or part thereof); up to a maximum of -100. All documents required (EBOM, CBOM and Support Documentation). If one or more documents missing, -10 point penalty per day.			Manage Submissions section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as zip file max 20MB

Class 1 FS2018 Technical Submission Deadlines:

Documents submitted by the initial deadline will not incur any penalties. However, blank or minimally completed submissions will be penalised. Documents received after the initial deadline will incur lateness penalties, as described in the table below. Please refer to section A5 of the rules and the table below for further details.

Any documents received after the final deadline will result in that section being marked as 'Not Submitted'. In some cases, this will prevent teams from competing in that event.

For certain documents, where additional data may be required after assessment of your initial submission (e.g. ESA/ESO & Impact Attenuator Data, SES, ESF, FMEA), there is a long period between the initial and final deadlines, to permit you to supply any additional information as requested by the relevant technical judges. This does not incur any additional penalty.

It is possible to upload 'replacement' versions of a document between the initial and final deadlines, but any new documents uploaded after the initial deadline will incur lateness penalties. The only exceptions are where resubmissions are requested by the judges.

Judges will always review the latest version only.

Note: Teams with alternative fuels - EV deadlines apply.

DOCUMENT/EVENT:	SUBMISSION DEADLINE	PENALTIES INCURRED FOR MISSING DEADLINE	FINAL DATE FOR LATE SUBMISSION	PENALTIES INCURRED FOR MISSING FINAL DATE	SUBMIT VIA:	FURTHER INFORMATION
Alternative Fuel Report	08/12/2017 17:00 UTC	Alternative fuel types may not be used if not report submitted by final deadline.	No late submission allowed		Email formulastudent@imeche.org	There is no template for the Alternative Fuel Report but requirements are detailed in the Class 1 Supplementary Rules section AFV1.2.
Notice of Intent - Electronic Throttle Control (CV and AFV teams only, not required for EV)	15/12/2017 17:00 UTC	Electronic throttle control may not be used if notice of intent not received by final deadline.	No late submission allowed		Email formulastudent@imeche.org	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as PDF document
Structural Equivalency Spreadsheet (SES)	30/01/2018 17:00 UTC	-10 per day (or part thereof): up to a maximum of -50. Penalty free resubmission before final deadline permitted at request of judges only.	26/06/2018 17:00 UTC	Disqualified from Class 1 competition.	Manage Submissions' section of to Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Excel document in *.xls format. Reviewed by judges in order received.
Failure Modes & Effects Analysis (FMEA) for Electronic Throttle Control (CV and AFV teams only, not required for EV)	09/02/2018 17:00 UTC	Late submission will require the team to revert to a mechanical throttle.	No late submission allowed		Manage Submissions' section of Team Account	Resubmission after final deadline permitted ONLY at the request of judges. Deadline for any requested resubmissions is 26/06/2018 17:00 UTC. Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Excel document
Change of fuel type	16/03/2018 17:00 UTC	Fuel type may not be changed after final deadline.	No late submission allowed		Email formulastudent@imeche.org	
Impact Attenuator Data	31/03/2018 17:00 UTC	-10 per day (or part thereof): up to a maximum of -50. Penalty free resubmission before final deadline permitted at request of judges only.	26/06/2018 17:00 UTC	-50 for non submission or if judge requested resubmission not received by final deadline.	Manage Submissions' section of Team Account	IAD document review will contribute to overall Design score. See Class 1 supplementary rules, section T2.19 for full details. Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as PDF.
Pre-Scrutineering Form	06/07/2018 12:00 UTC		09/07/2018 12:00 UTC		Manage Submissions' section of to Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Excel document



Class 1 FS2018 EV Only Submission Deadlines:

Documents submitted by the initial deadline will not incur any penalties. However, blank or minimally completed submissions will be penalised. Documents received after the initial deadline will incur lateness penalties, as described in the table below. Please refer to article 8 of the rules 'Vehicle Documentation, Deadlines & Penalties' and the table below for further details.

Any documents received after the final deadline will result in that section being marked as 'Not Submitted'. In some cases, this will prevent teams from competing in that event.

For certain documents, where additional data may be required after assessment of your initial submission (e.g. ESA/ESO & Impact Attenuator Data, SES, ESF, FMEA), there is a long period between the initial and final deadlines, to permit you to supply any additional information as requested by the relevant technical judges. This does not incur any additional penalty.

It is possible to upload 'replacement' versions of a document between the initial and final deadlines, but any new documents uploaded after the initial deadline will incur lateness penalties. The only exceptions are where resubmissions are requested by the judges.

Judges will always review the latest version only.

Note: Teams with alternative fuels - EV deadlines apply.

DOCUMENT/EVENT:	SUBMISSION DEADLINE	PENALTIES INCURRED FOR MISSING DEADLINE	FINAL DATE FOR LATE SUBMISSION	PENALTIES INCURRED FOR MISSING FINAL DATE	SUBMIT VIA:	FURTHER INFORMATION
Electrical Systems Advisor (ESA) & Electrical Systems Officer (ESO) Form	30/01/2018 17:00 UTC	-10 per day (or part thereof): up to a maximum of -50	26/06/2018 17:00 UTC	ESA & ESO forms not received by final deadline will be listed as Not Submitted and vehicle unable to compete.	Manage Submissions' section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as PDF.
Failure Modes & Effects Analysis (FMEA)	30/01/2018 17:00 UTC	-10 per day (or part thereof): up to a maximum of -50	09/02/2018 17:00 UTC	FMEA not received by final deadline will be listed as Not Submitted and vehicle unable to compete.	Manage Submissions' section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Excel document
Failure Modes & Effects Analysis (FMEA) JUDGE REQUESTED RESUBMISSIONS ONLY	30/01/2018 17:00 UTC		26/06/2018 17:00 UTC	FMEA not received by final deadline will be listed as Not Submitted and vehicle unable to compete.	Manage Submissions' section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Excel document
Electrical System Form (ESF)	20/03/2018 18:00 UTC	-10 per day (or part thereof): up to a maximum of -50	30/03/2018 17:00 UTC	ESF not received by final deadline will be listed as Not Submitted and vehicle unable to compete.	Manage Submissions' section of Team Account	Resubmission permitted at the request of judges only. Deadline for any requested resubmissions is 26/06/2018 17:00 UTC Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Word document
Electrical System Form (ESF) JUDGE REQUESTED RESUBMISSIONS ONLY	20/03/2018 17:00 UTC		26/06/2018 17:00 UTC	ESF not received by final deadline will be listed as Not Submitted and vehicle unable to compete.	Manage Submissions' section of Team Account	Template available at: http://www.imeche.org/events/formula-student/team-information/forms-and-documents Upload as Word document
EV Protocols Document	04/06/2018 18:00 UTC	-10 per day (or part thereof): up to a maximum of -50	08/06/2018 17:00 UTC		Manage Submissions' section of Team Account	

DOCUMENT CONTROL: CHANGE LOG

WORKSHEET	DESCRIPTION OF CHANGE	DATE OF RELEASE
Team Management	FS Funding Awards deadline time amended to 23:59 UTC on 1/12/17	06/12/2017
Various	Various dates in 2018 listed erroneously as 2017. Corrected.	07/12/2017
EV Only	EV FMEA resubmissions at judges request given own row for clarity. Penalty points per day deleted for judge requested resubmissions on FMEA and ESF	11/12/2017
Technical	FMEA Resubmission row removed as information duplicate of row 21, column G	11/12/2017
EV Only	Revised final date penalty text cell E18	11/12/2017
Announcements	Selected teams announced 22/01/18	11/12/2017
Technical	Dates in cells B18 and B19 corrected to 2017 and Pre-Scrutineering form final deadline amended.	12/12/2017
EV only	Document type to upload changed to Excel in cells G19 and G20	20/12/2017
EV only	Date in cell B2 changed to 30/01/2018	20/12/2017
EV only	ESA/ESO form upload type amended to PDF	30/01/2018
Announcements	Updated campsite bookings start date to TBC	21/02/2018
Static Events	Cost tool submission deadline extended	28/02/2018
Team Management	Essential Information upload details updated	24/04/2018
Team Management	Additional Member Payments deadline extended	03/05/2018
Team Management	MSA Indemnity Form deadline added	03/05/2018
EV Only	EV Protocols Document deadline added	03/05/2018
Team Management	Essential Information penalty points updated	03/05/2018