Request for Funding Proposal (RFP) Collaborative Project (40%)

1. **Written Proposal (30%):** Due June 17th
    - Word count guidelines: 2,500-2,800 words
    - Minimum 8 academic sources in IEEE with a properly formatted reference list
    - Everyone gets the same grade *(unless someone is absent for a long time, or does not productively contribute in team meetings)*

2. **Team Presentation (10%):** Delivered in class, June 24th/26th
    - Dress Code: Traditional Dress / Uniform
    - PowerPoint 10-12 minutes long
    - Grading of the project pitch is individually based

RFP OPTION 1 (EDUCATION): Improving ZMU/KU Educational Experiences

ZMU/KU is asking students to submit proposals to improve educational experiences. Successful proposals will be granted 200,000 AED to complete a project within 4 to 9 months. Projects should address a significant issue and be directly relevant to ZMU/KU's campus, students and staff.

The proposal will outline your project. It can include any topic or area, such as the arts, literature, language, science, history, engineering, tourism, medicine, environmental issues or business. The activities could involve:

TABLE I. Examples of project proposals to enhance the UX or LXD for KU students.

App Proposal Counseling Services	Designing an app or website that helps students navigate university transitions: https://www.ku.ac.ae/student-life/student-success **Or:** KU's app has a 2/5 star rating. How would you enhance UX?
Event/Workshop Series Proposal Student Success	Planning workshops to enhance freshman's first year experience or benefit KU students / staff.
ENGL101/102	Designing curriculum learning activities and experiences.
Experiential Learning	Design a field trip series or a short study abroad program.
Research	Writing a proposal for a research project to collect data in an area that will benefit the KU community: https://www.ku.ac.ae/research.

Resident Life	Establishing a dormitory cafeteria or academic year activities and events plan for Emirati and international dormitory students.
Facilities & Services	

ZMU LEADERSHIP PROJECT IDEAS

[1] **EVENT/WORKSHOP:** Plan a workshop series to equip ZMU students with essential skills and knowledge to balance military training, academic responsibilities, and personal development, fostering a strong foundation for their leadership journey.

[2] **EVENT/WORKSHOP:** Design and organize an engaging event that educates attendees. For example, you could plan a Martyr's Day (Commemoration Day) event, highlighting its historical significance, the sacrifices of Emirati martyrs, and the values of patriotism and national unity.

[3] **EXPERIENTIAL LEARNING:** Design a field trip series to develop team-building skills that immerse ZMU students in real-world scenarios, fostering team spirit and coaching practical problem-solving skills – to enhance cadets' readiness for future military and leadership roles.

[4] **DIGITAL LEADERSHIP PLATFORM:** Develop a digital platform (app or website) that serves as a hub for cadet activities, leadership resources, and peer mentorship – to facilitate communication, collaboration, and continuous learning.

RFP OPTION 2 (UAE COMMUNITY): Creating a Product, Providing a Service, or Improving a Public Space to Benefit the UAE Community

This option focuses on the UAE community and the creation of a project benefitting the UAE in the areas of education, environment or society. Similar to Option 1, the proposal will outline your intention to make or do something with successful proposals being granted 200,000 AED to complete a project within 4 to 9 months.

Examples from students in past semesters were:

☑ Creating a special kind of smoke detector that sensed body heat to save people in a fire

☑ Developing an activity (e.g., documentary, podcast) related to UAE culture

☑ Doing an urban renewal project by turning an empty space of land into a community park

☑ Making a device to help blind people navigate outdoor spaces

☑ Opening a camp for youth to learn water activities such as sailing and swimming

☑ Providing workshops for senior citizens so they could learn technology skills

☑ Providing a virtual tour of the UAE for tourists to learn about Emirati culture at Expo 2020

ZMU LEADERSHIP PROJECT IDEAS

[1] DESERT RESILIENCE LEADERSHIP CAMP: Organize a weekend desert camp for Emirati youth (ages 13–17) to develop leadership, teamwork, and survival skills.

[2] YOUTH LEADERSHIP DEVELOPMENT PROGRAM: Develop a mentorship program where cadets guide high school students in leadership and personal development.

[3] TECH FOR SENIORS: Bridge the digital generation gap by conducting workshops to teach senior citizens how to use smartphones, access online services, and stay connected with family.

[4] EMERGENCY PREPAREDNESS AND RESPONSE TRAINING: Educate community members on emergency preparedness, including basic first aid and disaster response.

[5] PODCAST SERIES: Produce a podcast series on Emirati military leadership (potentially featuring interviews with officers, historians, and defense experts) – in order to educate, inspire, and foster a deeper appreciation for the nation's military heritage.

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* These RFP options are suggested ideas, and others are possible. If you have an alternative:

▪ Email a request to meet in office hours, when all team members will pitch the need and evidence.

▪ Ensure you have enough secondary research to support your choice for a report of 2,500-2,800 words.

RFP Organizational Structure

Long reports are generally organized into three main divisions: prefatory parts, the body of the report and supplementary sections. Below and page 4 details the RFP specifications.

A. *Prefatory Sections*

Specification Item	General Description	Checklist
RFP Cover Page	Name of the Report Prepared For: Prepared By: Submission Date	☐
TABLE OF CONTENTS	Lists the headings and their pages in the report.	☐
LISTS OF FIGURES	This is on the same page after Table of Contents. Figures are titled and labeled in IEEE Style.	☐
LISTS OF APPENDICES	Put after the IEEE Style reference list with additional information: computer programs, confidentiality forms, data, interview questions, maps, photos, surveys or tapescripts.	☐

B. *Body of the Report*

Specification Item	General Description	Checklist
I. EXECUTIVE SUMMARY *(150-200 approx. wc)*	Overviews the report by summarizing: purpose, key points, findings and conclusions	☐
II. INTRODUCTION *(100-150 approx. wc)*	Concise project introduction.	☐
III. LITERATURE REVIEW *(400-500 approx. wc)*	Background information *(secondary research)* on the topic and thematically organized. This could include: discussing a problem, establishing a need or identifying benefits.	☐
IV. SURVEY ANALYSIS *(200-300 approx.wc)*	Establish the project need through a survey or interviews *(primary research)*. Include a section briefly discussing your methods and results. Use a survey if you have project for KU students. Do not do a survey if it is not with KU students.	☐
V. PROJECT DESCRIPTION addresses the problem/need *(600-700 approx. wc)*	What is being proposing? Provide a detailed description and clearly define the end-product. For example: an app, a report, a video, a course, a device, etc. Include pictures and other images.	☐

VI. PROJECT TIMELINE *(250-300 approx. wc)*	Make a Gantt chart with a narrative description. Show a week-by-week timeline of needed activities to complete the project.	☐
VII. PROJECT BUDGET *(250-300 approx. wc)*	Write a clear budget narrative and itemize expenses in a table. Explain how you will spend the money and why you need to spend the money in this way, including budget sources to justify reasonable costs.	☐
VIII. CHALLENGES *(250-300 approx. wc)*	What are expected challenges? How will these be resolved? Provide an argument for why you will be able to complete the project despite any limitations.	☐
IX. CONCLUSION *(80-100 approx. wc)*	Summarizes key analyzes of the project and recommends actions in a numbered list.	☐
REFERENCES	When producing the IEEE Style reference list, please follow IEEE's Official Manual and formatting. https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/ieee-editorial-style-manual/	☐