Descriptive Title of Proposal in Arial, 14 pt Font, Centered

*Author of the proposal in Times Roman, italic 12 point font, centered,* Department of XXXX (in Times Roman, 12 pt font, centered) [Repeat as required for multiple authors]

# Introduction

This section should consist of a brief overview of project being proposed and a brief statement on the multidisciplinary nature of the project and novelty of concept. The text should be in justified format with a minimum 10 point font. Larger font size (11 or 12 point) are welcome but must be applied consistently across the entire text. The overall length of the document should not exceed 3 pages.

 Paragraphs that follow a main subsection paragraph are to be indented with no line spacing between paragraphs. The total length of the proposal should be a maximum of three pages (including all tables, figures, etc.). Headings of subsections should be utilized as given here to ensure consistency across all proposals. One line spacing should separate subsections.

**Background and Problem Statement**

This section should provide a brief description of the background and problem areas in the COE curriculum that could be addressed by the proposed project. This section may cover, as applicable, details about the limitations of the current curriculum to meet the needs of students, research on areas of innovative development in the broader engineering education field from which our students would benefit, and ways in which this proposal will improve the educational experience for our students.

Unique aspects of the proposed project, especially with respect to the authors’ leadership position may be clarified in this section.

**Larger Impact**

This section should discuss how this new interdisciplinary instructional initiative or program will have a positive anticipated impact on the relevant educational issue or opportunity. Clarify the outcome goals of the proposed project. Reviewers will look for the scope of challenge being addressed and the likelihood of the program to achieve its intended outcomes.

**Figure 1.** Figures, diagrams are welcome and should be accompanied by a caption.

All proposals must include an assessment plan for evaluating the success of the program and the degree to which it met its intended outcome goals. Proposals may include estimates on the timeline, format, and cost of the assessment as well as potential coordinators to be contracted to perform the assessment.

**Sustainability**

This section should outline a plan for ensuring that the initiative or program resulting from this seed funding will continue and be administratively and financially self-sustaining. This section may provide an estimated annual budget, including costs for staffing, assessment, and other expenses, as well as anticipated funding sources in the future. Information on the program leadership and their responsibilities relating to the program can also be provided here.

**Proposed Work Plan**

Outline the proposed plan of work for the proposal in this section, breaking down the work in logical tasks. Each paragraph that follows could be for a separate task as shown here. Authors, however, should feel free to structure this section as they see fit. The focus should be on describing the tasks, the reasons for completing the task, how the tasks will be completed, and the likely outcomes of the proposed work. Take care to define a scope of work that is appropriate for the level of funding sought.

***Task 1:*** Key aspects of the task must be described.

***Task 2:*** Key aspects of this task must be described.

 Reviewers will be evaluating arguments presented for the course of action and desired outcomes and will assess, to the extent possible, how the proposed plan of work compares with other approaches, the merit of the proposed plan of work, the impact of anticipated results, and its likelihood of success.

**Utilization of Funds**

This section should provide a brief outline for the proposed use of funds. Funding awards will be limited to $25,000 per year over a one year or two year period. The following table outlines the major items to be itemized. The table should be tailored to the needs of the authors.

## Table 1. Example Budget Estimate

|  |  |  |
| --- | --- | --- |
| Item | **Year 1** | **Year 2** |
| Workshop/seminar support | XXX | XXX |
| Post-doctoral, Graduate Student Research Associates | XXX | XXX |
| Equipment | XXX | XXX |
| Materials and supplies | XXX | XXX |
| Staff time | XXX | XXX |
| Travel | XXX | XXX |
| Assessment | XXX | XXX |
| Total Cost  | **XXX** | **XXX** |
| Matching Funds from Departments (if available) | **YYY** | **YYY** |
| Funds requested through SII Program | **25,000** | **50000** |

**Note: If matching funds or support (e.g., student support, or faculty release time) are available, please provide a signed support letter(s) that states the amount of available funds.**