

Proposal Format and Requirements

VMI Department of Electrical and Computer Engineering

Small Grants Program in Robotics

The Electrical and Computer Engineering (ECE) Department at Virginia Military Institute will award a limited number of competitive grants of up to \$200 per academic year to support the development and expansion of robotics programs for K-12 students in the counties surrounding the Institute. To qualify for a grant, the coach or mentor of a team or group of students should submit a proposal to the department that meets the format and requirements listed below.

Proposal Format

- Name and contact information
 - team name (if appropriate)
 - organization name (note: if there is no parent organization with a treasury, the applicant must include their social security number)
 - coach/mentor name
 - physical address of organization or coach/mentor
 - email address
- Brief description of project, e.g.
 - robotics competitions (FIRST, etc.)
 - academic demonstrations
 - other public demonstrations
- Brief explanation of how the project benefits students with regards to engineering and science
- Budget
 - amount requested (up to \$200)
 - other sources of funding (including amounts)
- Brief description of how the funds are to be used including an itemized list of the approximate costs of parts and fees, etc.; e.g.
 - registration fees
 - parts and supplies

Note: The funds may not be used to pay administrative fees or pay for facilities usage.

Please limit the length of the proposal to a maximum of three pages.

Requirements

- A brief report (maximum one page) on how the funds were used and their impact on the project will be submitted to the ECE Department at the end of the project. The latest date for the submission of the report will be June 30 of the year following the date of the award.
- VMI ECE Department sponsorship should be acknowledged at competitions, demonstrations, etc.

- The team should demonstrate the project at VMI's Robotics Day (date to be announced).

Dates

Proposals can be submitted electronically at any time – limited to one proposal per year. Notification of awards will be made no later than 30 days from submission.

Contact Information

The proposal and questions should be submitted to Dr. David L. Livingston at livingstondl@vmi.edu. The proposal should be sent as a Microsoft Word or PDF file.