Preliminary Proposal Format

1. Title Page:
   a. Project title
      i. The title should be a complete sentence.
      ii. The title should be descriptive.
   b. Your name
      i. Name of any other students that are also working on this project or related projects
   c. Date
   d. Identify the academic terms (fall, winter, spring) that you will be signing up for MER497 and MER498
   e. Faculty Signature
      i. Faculty can only commit to three students each. If a faculty member commits to your project make sure that the word "COMMITTED" appears above their signature at the bottom of the cover page of your proposal. Make sure the faculty members name is completely typed out below their signature.
      ii. If you can not get a faculty member to commit to your project, you must find two faculty members that are willing to consider supervising your project. In this case you will need both faculty members to sign the bottom of your cover page. Have the faculty members sign in order of preference (i.e., first signature is your first choice, second signature is your second choice) and make sure the word "PROSPECTIVE" appears above their signatures.
      iii. Proposals that do not have committed faculty will be assigned to a faculty member. All attempts will be made to assign the faculty that students have requested.
   iv. The faculty that sign the cover page must be from the Mechanical Engineering Department. Students can consider projects outside the Mechanical Engineering Department; however, only a Mechanical Engineering Department faculty member can supervise and assign the grades for the project.

2. Introduction:
   1. Background - Describe the problem that needs to be solved.
   2. Purpose - Describe the purpose of the project that is being proposed.
   3. Scope - Describe the limitations on this proposal and why they exist. Describe what your proposal covers.

3. Discussion:
   1. Approach - Describe precisely how you are proposing to solve the problem.
      a. Results - Describe what benefits will accrue from the proposed solution.
      b. Statement of Work - Describe the major tasks that will be performed to implement the proposed solution. For each task include:
         i. What is planned?
            ii. How will it be carried out?
            ii. What is the final product to be delivered?
c. Time - Layout a time line for each of the tasks that lead to completing the project in two terms (20 weeks).

4. Resources:
   . Facilities and Equipment - Describe the facilities and equipment that you will need to do the work.
      a. Budget - Estimate how much money will be required to implement this proposed project and identify sources for funding this project.

5. Summary:
   . What are the benefits and risks of adopting this proposal?

6. References:
   . List all references in MLA format.
      a. References must be archival (non-web based).
      b. All your references should be cited in the text of your proposal.