



## Call for Proposals: Student Innovation Projects

### **PURPOSE:**

Student innovation project support is intended to provide students with supplemental or start-up capital to bring an idea into a prototype phase or support effort toward advancing research in their specific field of study. Projects should be aligned with the student's major, demonstrate high-level of rigor and connection to curricular principles learned in the major.

### **WHO MAY APPLY:**

The student applicant must be a degree seeking Florida Polytechnic University student with a minimum GPA of at least 2.5 cumulatively. Applicants with a higher GPA will be considered more competitive, as academic performance will be a considering factor in determining whether or not a project is funded.

Students are expected to be enrolled as a full-time student. If a student is registered as a part-time student, their part-time status must be clearly justified in the application. A student may not submit more than one Student Innovation Project proposal for any given deadline. Student Innovation Project awards are not intended to support research efforts of recent graduates. Students who will graduate before the project end date should not apply for funding.

**Not all projects submitted in a proposal will be funded. Limited funds are available for these projects. It is anticipated that the total available funds will be split between multiple projects.**

### **WHEN TO APPLY:**

Application materials must be submitted before 5:00 pm on the appropriate date indicated below:

September 15 (approximate notification/ start date: October 15)  
January 31 (approximate notification/ start date: March 1)

Proposals may be submitted at either of the two established deadlines. All proposals must be submitted via email to [techfeeproposals@floridapoly.edu](mailto:techfeeproposals@floridapoly.edu). Under no circumstances will late proposals be accepted. All submission will be considered submitted by the date and time the email was received. Funds are not held in reserve, so that worthy projects may be funded later in the academic year. For this reason, applicants are encouraged to apply as soon as possible for funding from the program. Applications received after 5:00 pm on the due date will not be reviewed. Incomplete/ partially submitted applications will be eliminated from the review process.



### **PROPOSAL REVIEW PROCESS:**

A review panel made up of the University's Technology Fee Committee will evaluate the proposals and make recommendation to the Provost; it should be assumed that the reviewers are *not* knowledgeable about the specific content area of the proposed work. It generally takes about 3-4 weeks after submission of an application for notification of the final status of an application.

The reviewers will assess each application using the following criteria for each award:

- Intellectual and academic merit of the project
- Academic preparation of the student to conduct the project
- Quality of writing in proposal (e.g., sophistication of sentence structure, grammatical precision, absence of careless errors)
- Availability of the faculty sponsor to effectively mentor the student
- Ability of the student to balance project commitment with other academic commitments
- Clarity and appropriateness of the description of the roles of the team members
- Appropriateness of the budget
- Likelihood of communication of project results to the academic community

### **TEAM MEMBER ROLES:**

Student Role:

In the proposal it must be clear that:

- 1) the student is academically prepared to have a significant role in the project;
- 2) the student will have sufficient time to conduct the proposed work;
- 3) performing the work of the project will not have an adverse effect on other obligations of the student;
- 4) the student intends to participate in the dissemination of the results of the project, even if dissemination occurs after graduation.

Any obligations that the student has in addition to the proposed work on this project (including courses, employment on or off campus, tutoring, serving as a supplemental instructor, leadership position in a club or organization, etc.) must be described in the **Student Personal Statements** section of the application. The **Student Personal Statement** is where the student explains how he/she will balance commitments to meet all of his/her obligations.

**Student participants are required to submit a formal final report within four weeks of the project end date.** The report should summarize the results of the project and should include a final budget report and must be signed by all student participants and the faculty sponsor .

Faculty Sponsor Role:

Faculty sponsors must have the time to effectively mentor the student(s) working on the project, while meeting the contractual obligations of instruction during the academic year.



**All participants agree to acknowledge the support of Florida Polytechnic University in any presentations or communication of the results of the project.**

**APPLICATION:**

A typed (handwritten applications will not be accepted), completed, and signed application must be submitted to the University's Technology Fee Committee through [techfeeproposals@floridapoly.edu](mailto:techfeeproposals@floridapoly.edu), no later than 5:00 pm on the stated deadline. The application must contain all the information below in order to be considered for funding:

- Completed and signed Proposal form
- Non-technical abstract
- Project plan
- References
- Personal Statement for each student working on the project
- Budget information
- Signatures for all applicants, including the faculty sponsor