

First-Year Engineering Design Project Funding Request Form

I. Group Information

Section # _____ Group # _____ Instructor/Advisor Name: _____

Student information:

Name:	E-mail:

II. Project Details: **Attach project proposal in addition to this completed form (Required)**

Project Title: _____

Expected Deliverable/End Product/Prototype: _____

III. Project Budget Information

A. Bottom Line: the total estimated cost of the project	\$
B. The team members' contribution (a minimum of \$50 per team member).	\$
C. The requested amount of support from Air Products funds (subtracting B from A)	\$

If this project is selected for support the students and faculty member will be asked to sign a single page document that indicates agreement with terms of the support.

- Deliverables should be provided to Drexel University for display and demonstration, however, undergraduate students retain all intellectual property rights for their design projects.

NOTE: If the project is selected to receive support, there are two options for use of funds for supplies – direct purchase by Drexel, or reimbursement to team members.

- For direct purchase (preferred method): there will be an online form to identify needed items to be ordered. Please monitor your email for the link and instructions.
- For reimbursement (reimbursement process will take until at least to the end of the term or longer): team members must submit original receipts/online order confirmations AND proof of payment (bank statement, credit card). If supplies are ordered online via credit card, BOTH the order confirmation AND credit/bank statements will be required by Accounts Payable for a reimbursement. Please note that Drexel University (as a 501C3 classified organization) does not pay sales tax, and therefore sales tax is not reimbursable.

Submit this form and a copy of the group's design proposal electronically to Dr. Fromm (fromm@drexel.edu) and Dr. Primerano (rap34@drexel.edu) no later than 12 pm (noon) on April 25, 2014.