



Oregon SAE Grant Procedure



At A Glance

- **Fall (by the 3rd week of November)** – Oral Presentation to OSAE, included previous year's results and current year's plans.
- **March 1st** – Progress Reports Due to OSAE.
- **Early in April** - Money donated to teams from OSAE.
- **2 weeks after competition** – Written summary of competition due to OSAE.

Read the following for more details:

Introduction

The SAE Oregon Section fully supports the competitions as a means by which learning can occur. We feel that the competitions foster the development of students as engineers. To that end, the Oregon Section would like to help each team achieve the goal of attending and competing at the event of their choice. The purpose of this document is to outline the SAE Oregon Section requirements for student sections of SAE wanting to participate in the Oregon Section scholarship program.

Who can participate in the Program?

The scholarship program is available to teams of individuals composed of SAE student members who are planning on and show promise in fully participating in any of the SAE sponsored collegiate design competitions. Full participation is to be meant as entering and attending the actual competition event organized by SAE. Funding is not limited to one team per school.

What Projects are eligible for funding?

The projects eligible for funding are any leading to the attendance of at least one of the SAE sponsored/organized collegiate competitions. **Note:** If the sponsored/organized collegiate competition is held within the Oregon/Washington area, travel may not be funded.

General Requirements to teams asking for funding:

In order to receive the funding, the participating teams **must** complete all three milestones that OSAE has put forth. To prevent from blindly giving money to each team, milestones have been defined that a successful team will pass through on their way to competing successfully at competition. The Oregon Section would like to witness this progress as evidence that the funding we are providing is being used as it was intended; to help students with the monetary cost of constructing a design and attending one of the SAE collegiate design competitions.

The Three Milestones

Milestone I - Initial Design

Give a 15-minute oral proposal presentation to attending section members at the Annual Student Night meeting, done in the fall. OIT students are exempted from attending the Annual Student night, but are required to schedule a conference call or WebEx style meeting with the Student Activities Committee to give their presentation (contact students@oregonsae.org to set this up). This must be completed by the 3rd week of November. The oral presentation should be considered the formal declaration that a team has been formed with full intent of competing in the chosen event. Oral Presentation (preferably in power point format) to include:

- Competition being entered by the team
- A quick wrap up of the previous year's results, if applicable
- An outline of a design plan or finished conceptual design
- An overall estimated project cost
- A handout with the current team list with names and contact information

Milestone II - Progress Report

Progress report due by March 1st. Send via email to students@oregonsae.org. A confirmation email will be sent when we received your report. If you did not receive the email from us, please contact us.

The progress report shall adhere to the following requirements:

- 1 page maximum of text plus additional pages for pictures, graphs and tables as referenced in the text. (Content text should be in an executive summary style focusing on your updates and progress).
- Save your file as a .PDF with the naming convention of: competitionname_schoolname_yearcompeting.pdf. (e.g. FormulaSAE_OSU_2007.pdf)
- Please limit the file size to 5MB when emailing the report. Most email programs will not deliver if over this size.

The following areas of the Progress Report will be scored:

- Progress – Please answer the following questions as thoroughly as possible.
 - What has the team accomplished since the Initial Design Presentation?
 - What has yet to be done to attend the competition?
- Budget - **A costing sheet must be included and shall, at a minimum, consist of the following. We may exercise our right to deny funding if not included.**
 - For each budget item, list the value of material, labor, or monetary donations already collected and still needed to complete the project.
 - Travel expense breakdown. List the value of all forms of donations already raised and still needed that can apply to budgeted travel expenses.
 - Please see a good example of a budget spreadsheet here:
<http://www.oregonsae.org/Students/Collegiate/Grant/CostSheetExample.xls>
- Professionalism
- Oral and written presentation quality
- Design and Technical Content

Funding will be dispersed before teams depart to competition (April-May timeframe). The scholarship committee will review each progress report and either mail or make a personal visit to the team to deliver the check. The amount of the funding will vary depending on the Oregon section's budget, number of teams asking for assistance, financial need for project completion and competition attendance, and design and presentation merit. **Funding can be withheld if either Milestone I or II criteria are not met to the Scholarship**

Milestone III - Final Written Summary

Give a written summary after attending the competition to the Vice-Chair of Student Activities of OSAE (students@oregonsae.org). **The written summary should be sent within 2 weeks after competition.** This can be in the form of a letter or sent electronically via email.

Please follow the naming convention when naming the letter document or the e-mail subject: competitionname_schoolname_yearcompeting_Final (e.g. FormulaSAE_OSU_2007_Final).

Tell us how well you performed and what you've learned. Share with us the experience of the project as a whole. Please include team and competition pictures if you have them. A simple one-page summary is sufficient. This summary is wanted so that an update to the SAE members can be made, informing them of the outcome of the competitions. A more formal oral summary presentation is done the following year during the Annual Student Night meeting in conjunction with the oral proposal presentation. **Failure to complete Milestone III may result in decreased funding for future projects at your school.**

Any questions, comments, or concerns please email:
students@oregonsae.org