



## **ENGINEERING ALUMNI COUNCIL Student Projects Committee – Student Group Funding Guidelines**

The Student Projects Committee of the Duke Engineering Alumni Council (EAC) is responsible for selectively providing funding and support for student projects and activities at the Pratt School of Engineering. Funds for student projects are obtained through a combination of dues paid by alumni members of the Duke Engineering Alumni Association and 3<sup>rd</sup> party sources (e.g. grants from the Lord Foundation). These funding guidelines provide an overview of the process and expectations.

1. The Student Projects Committee will first make an open invitation to all student organizations for project proposals and funding requests for the upcoming funding year. This is typically done in early March for the July to June funding year.
2. Each student project proposal will be evaluated with respect to an Invitation Rubric (see Appendix A) which is intended to help ensure consistency in the preparation and evaluation of funding requests. This evaluation will determine which student organizations will be asked to present their proposal in-person to both the EAC and interested alumni on the weekend of the Alumni Banquet which is typically held in April.
3. Student groups' presentations of project proposals and funding requests will be evaluated with respect to a Presentation Rubric (see Appendix B) which is intended to help ensure consistency in the preparation and evaluation of student presentations. This evaluation will determine which student groups are approved for funding as well as inform the level of funding allocated.
4. Once the funding allocations for student groups are announced, each group will be required to submit the following materials prior to the release of their funding:
  - a. A list of group members (including name, email address, phone number, major/department, and class).
  - b. The names of two contact persons for the EAC. At least one member must be an underclassman so as to promote continuity.
  - c. A brochure/pamphlet explaining the group's project/activity suitable to pass out at Pratt events (e.g. Alumni Banquet and Parents Weekend).
  - d. An acknowledgment letter suitable for distribution to donors.
  - e. The group's Duke account number.
5. The EAC additionally implements certain accountability guidelines for funded student groups. Future funding allocation given to the group by the EAC may be affected by the students' adherence to these accountability guidelines. By accepting allotted EAC funding, the student group agrees that:
  - Members of the group will be encouraged to attend and participate in at least one (1) session of the Pratt Phone-a-thon during the funded period.

- The team will prepare a display for both the Engineering Alumni Banquet and Parent's Weekend, and at least one group member will attend the display at the event as a representative,
- The student group agrees to present one or more design review events open to all interested alumni, consistent with their project's design timing, in addition to the standard funding presentations. The goal is to engage interested alumni to provide detailed feedback, possibly leading to enduring mentoring or advising relationships.
- A written report will be prepared and submitted to the EAC following conclusion of the project or phase thereof for the funded period. The report should be in a format suitable for submission for publication in the DukEngineer magazine.
- Graduating members of the funded group will be encouraged to, and should commit to, become dues-paying members of the Duke Engineering Alumni Association upon graduation since such dues are a continuing funding source for student projects.
- If a website for the group exists, it must be updated in a timely manner to reflect the group's progress. The homepage should contain information of general interest to alumni and outside groups. Information on future plans and recent accomplishments should be easy to find.

## Appendix A: Invitation Rubric

The following captures the criteria and expectations used to evaluate whether a student project team qualifies for an invitation to present their project proposal(s) and funding requests to the Engineering Alumni Council (EAC) for funding consideration.

Criteria	Supporting data
1) Is your funding request for an extracurricular project or activity?	Yes or No
2) Is your funding request for ... a. hands-on applied engineering endeavors? b. the benefit of the Pratt School of Engineering in the form of visibility, awareness, community goodwill, etc.?	Yes or No
3) Does your funding request support projects or teams spanning more than one academic year (to ensure broad coverage, and continuity of knowledge and reporting)?	<ul style="list-style-type: none"> <li>• Provide # of years your organization has been in operation at Duke.</li> <li>• Provide # of students per class (Freshmen, Sophomores, Juniors, Seniors, Graduate Students)</li> </ul>
4) Is your funding request directed to endeavors in or about the Pratt School of Engineering? (This would typically exclude for-profit ventures.)	<ul style="list-style-type: none"> <li>• Provide the number of members who are Duke Students outside Pratt</li> <li>• Provide the number of members who are not Duke Students.</li> </ul>
5) Is your team pursuing funding from other sources (Engineering Student Government, corporate sponsorships, private donations, etc.)?	<ul style="list-style-type: none"> <li>• List funding source(s) and amount(s) for the past year.</li> <li>• List any known funding source(s) and amount(s) for the upcoming year.</li> </ul>
6) Has your organization shown a track record of good stewardship with prior funding?	If your organization has previously received funding through the EAC, then explain how your organization used the funds.

### Additional required data:

- Organization's Name
- Organization's Website
- Student Contact Person's Name, e-mail address, phone number, year of graduation and position in the organization
- Faculty Advisor's Name

## Appendix B: Presentation Rubric

The following captures the criteria and expectations used to evaluate student presentations requesting funding by the Engineering Alumni Council (EAC).

Requirement	Evaluation Criteria
1) If the student organization was previously funded by the EAC, students must share how the funds were used.	<ul style="list-style-type: none"> <li>• Does the presentation make it clear that the funds were used effectively?</li> <li>• Were meaningful results shown, commensurate with the prior year's plan and level of funding?</li> </ul>
2) Present the plan for the proposed project/activity, including: <ol style="list-style-type: none"> <li>a. project timeline</li> <li>b. interim milestones exhibiting project progress</li> </ol>	<ul style="list-style-type: none"> <li>• Does the project timeline seem achievable?</li> <li>• Do milestones and events demonstrate meaningful achievements or decision points?</li> </ul>
3) Present the positive impacts anticipated for your project.	<ul style="list-style-type: none"> <li>• Are there clear positive impacts to be achieved by the project for Pratt, Pratt students, and/or the community?</li> </ul>
4) Present ways your team will engage with supporters during project execution (via demos, social media, opportunities for supporter participation and feedback, etc.)	<ul style="list-style-type: none"> <li>• Are the engagement opportunities significant?</li> <li>• Do they fit well with the project milestones?</li> </ul>
5) Present a detailed budget/funding request and identify where expenses occur along your project timeline. Please also make sure that any funding related to travel is clearly separated and justified.	<ul style="list-style-type: none"> <li>• Is the requested funding clearly identified and correlated to milestones?</li> <li>• Do the project costs seem justified based on project goals?</li> <li>• Have they maximized use of existing resources where possible?</li> <li>• Are there any obvious missing expenses?</li> </ul>
6) Present the status and amounts of funding sought from other sources (ESG, corporate sponsorships, private donations, etc.)?	<ul style="list-style-type: none"> <li>• Have they actively identified and pursued all reasonable alternate sources?</li> </ul>
7) Present a demographic snapshot of the group membership for the funded period, highlighting class and major.	<ul style="list-style-type: none"> <li>• Does the group reflect a mix of students across classes consistent with organizational continuity?</li> <li>• Does the group reflect an appropriate mix of students across majors consistent with project objectives?</li> </ul>
8) Provide a brief statement regarding ways your group or project encourages diversity and inclusivity.	<ul style="list-style-type: none"> <li>• Is the group's statement and its results consistent with Pratt's policy regarding diversity and inclusivity?</li> </ul>
9) The presentation made by student members of the group, including both underclassmen and upperclassmen, and must be professional in appearance and demeanor.	<ul style="list-style-type: none"> <li>• Was the group's appearance appropriate for the team? (Note: As appropriate to the team. For some it may mean suits; for others it may mean coordinated branding t-shirts.)</li> <li>• Were all project presentations supported by student representatives who could clearly explain and defend the proposal</li> <li>• Was sufficient technical detail provided that the merits of the project could be fairly assessed?</li> </ul>