

SIAM Project Proposal and Approval Procedure

The process for project approval is:

1. Investigator and/or funding agency submits pre-application to director (Dr. Kevin Hubbard). The pre-application is a brief description of the project (normally 4 pages or less) that includes the following sections:
 - i) Introduction: Provide background information with regard to the company to be served, and the problem to be solved.
 - ii) Scope: Outline the scope of work to be performed.
 - iii) Deliverables: Outline the final deliverables to be generated during the performance of the project.
 - iv) Timeline: Provide major project milestones, and the dates on which each is to be completed.
 - v) Projected Impact: Address both project-specific and center-specific performance measures.
 - vi) Estimated Budget: Use the standard budget form, downloadable from www.siu.edu/ENGINEER/SIAM/forms.
2. Director evaluates to determine if it meets EDA funding criteria and invites/does not invite a full proposal (allow ten working days).
3. Full proposal is submitted to the leadership team for review (allow one month, maximum). The leadership team membership includes the Dean of Graduate School, the acting and past Dean School of Engineering, the Director of University Park, the Director of the Entrepreneur Center, and the Director of SIAM. In addition to the sections incorporated in the pre-application, the full proposal must also address:
 - i) Corporate Entity (Funding Agency) Background: Provide detailed company information including plant locations, number of employees, annual sales, management structure, etc.
 - ii) Current and/or Projected Market: Provide information with regard to the current and/or projected market for the products to be affected by the proposed project.
 - iii) Detailed Cost-Not-to-Exceed Budget: Provide a detailed budget showing the funding to be provided from outside sources and requested Center support. The Center may provide up to 50% of the total direct cost. The total SIUE indirect costs, 43% of the direct outside costs, must be included as an outside cash contribution. Neither in-kind contributions nor the indirect costs will be included in establishing the Center match

amount. Use the standard budget form, downloadable from www.siu.edu/ENGINEER/SIAM/forms.

4. Leadership team makes recommendation to director, based on project impact and company information.
5. Director approves/disapproves project. Under certain time-critical circumstances, the director may approve projects before they are submitted to the leadership team for review.
6. Project is submitted to the SIUE Office of Research and Projects.
7. Project is initiated.

Each project proposal will contain a detailed budget showing the funding to be provided from outside sources and the requested Center support. The Center may provide up to 50% of the total direct cost. The total SIUE indirect costs, 43% of the direct outside costs, must be included as an outside cash contribution. Neither in-kind contributions nor the indirect costs will be included in establishing the Center match amount.