



## PURDUE UNIVERSITY NORTHWEST

### College of Engineering and Sciences

August 21, 2020

Dear College of Engineering Sciences (CES) Faculty,

Funding is available for the development of projects/activities that are consistent with the current CES Strategic Plan. Faculty are encouraged to submit proposals to the CES Budget Advisory Committee for consideration.

***The deadline for submitting project/activity proposals for funding during the Fall semester is Sept. 7, 2020 by 5:00 p.m.*** Please submit your proposals electronically to the College office, Attn: Budget Advisory Committee at [COES@pnw.edu](mailto:COES@pnw.edu). Debra Grant will send a reply email confirming the receipt of each proposal. If a confirmation is not received, please contact Debra immediately.

Proposals must:

- (1) Satisfy the Department Priority for 2020-2021 (goal and metric)
- (2) State the expected outcome(s) to be achieved by the proposal request and approximate date the outcome(s) will be achieved, and
- (3) Be signed by the Department Chair.

In addition:

- The amount requested in your proposal must not exceed **\$3,000** (detailed budget must be included with proposal). *Travel for conferences, including international, for conference paper presentation will not be funded.*
- Each recipient of an approved proposal must submit a brief project/activity report to their Department Chair upon the proposed completion date. *Those individuals who have received funding during the previous academic year must attach the project/activity completion report with the proposal, signed by the Department Chair.*

The current CES Project/Activity Proposal Form and other relevant information can be found in the CES website link: <https://www.pnw.edu/college-of-engineering-sciences/faculty/faculty-resources/>. Questions may be directed to members of the CES Budget Advisory Committee.

Sincerely,

CES Budget Advisory Committee  
Chair and Committee members' to be named