

This form is used to setup new projects in the SMFL.

For help on how to fill out this form and the approval flow
– see the SMFL Document entitled SMFL Project Setup Instructions

SMFL Project Number _____ SMFL Use only
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Section 1 – Project Information – All Projects

Date:

Project Title:

Principal Investigator

Email:

Telephone:

Funding Source

- Federal / State
- Commercial
- Other (discretionary / gift)

- Oracle Project # _____
- Oracle Project # _____
- Oracle Project # _____

*Unfunded - COE Dean Approval Needed in Sections 3 & 4

**Unfunded uE Senior Project – uE Pgm Chair Approval Needed in Section 4

<p>If Unfunded, is this project tied to any other funded project in the SMFL? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> If yes, what project? _____</p> <p>If yes, why is funding not available?</p>
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uE Student Signature (for Senior Projects)	Date:
Advisor / PI Approval Signature:	Date:

Section 2 - Project Resources – All Projects

Please describe the process flow of your project

- Attach additional sheets as needed. Please be specific as this will enable an adequate review of your project. This is not just a listing of the tools you want to use.

Will your project require special materials? Please specify.

Will you be importing chemistry in the SMFL? Will this project generate mixed waste stream chemistry or waste containing metals?

- All users (including unfunded projects) are required to cover the cost of any non-standard chemical waste generated during the course of their project.

Does your project require the SMFL to make photomasks? How many levels?

- Unfunded projects are required to reimburse the SMFL for the cost of the mask blanks. Please provide your Oracle charge number

What is the estimated budget for this project? For funded projects, please specify your budgeted amount for SMFL lab fees

- Users are expected to engage the SMFL Associate Director for this estimated budget

Section 3 - Project Goals & Scope – Unfunded

Please state what you hope to accomplish and why the use of the lab essential to your project.

Do you see the scope of this work expanding? Please describe on further work in this area beyond this project.

Will the results of this be used to write a papers and/or a grant for future funding? Please specify.

Please specify how this project benefits the students involved, including completion of degree requirements.

Please specify the benefits and future opportunities that this work will bring to the SMFL and its users.

How long do you anticipate the need for unfunded project support?

- Unfunded projects will be reviewed after one year.

Scope of Unfunded Work

By signing this statement, the researcher agrees that this project is for internal use only with the goal of publishing or exploring possible grant ideas. The researcher understands that the SMFL budget is bearing the cost of this research and also agrees that the results of this work will not be shared with any commercial entity without the express permission of the RIT VP of Research.

PI Approval Signature:	Date:
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Section 4 - SMFL Review Notes – All Projects

This should include

- Sections 2 & 3 should be completely filled out for unfunded and Section 3 for funded projects
- The fit of the project to the SMFL with respect to resources and lab capabilities
- Any identified “stretch” goals
- Potential areas where deliverables might not be met
- Match of the budget to the scope of the project

1

SMFL Signature:	Date:
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For Unfunded Projects

2

*COE Dean Approval Signature:	Date:
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or

For uE Senior Projects

2

**uE Program Chair Approval Signature:	Date:
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Section 5 – Funded Project Users

SMFL Project Code: _____

Project Title: _____

Personnel authorized to charge time to this project

Name	Date Added	PI Approval	Date Removed	PI Approval

Changes to funding source

Original Oracle Project: _____

New Oracle Project	Date Changed	PI Approval