

**Instructions for Funded Projects**

- 1) Complete Section 1 – Project Information
- 2) Complete Section 2 – Project Resources
- 3) Meet with SMFL Associate Director for project review.
- 4) Complete Section 5 – Approved Users for Project

**Approval flow**

- A. PI signs form in Section 1
- B. SMFL Associate Director signs after review in Section 4
- C. Completed form with all signatures is returned to T. Grimsley.
  - SMFL Project is assigned and setup in cardswipe system
  - Users identified on form will be enabled on project.

**Note:**

Should a funded project run out of funds before the work is completed, the PI will have to complete the unfunded section of this form (Section 3) in order for the work to continue. This includes meeting with the SMFL Associate Director about the remaining scope of the project and obtaining COE Dean's approval for the project to continue unfunded.

**Instructions for Unfunded Projects**

Unfunded project approval requires the review of the Associate Director as well as the approval of the COE Dean. The SMFL needs to show the value we provide to the Institute in supporting unfunded research activity that may lead towards publications and future grants, as well as the educational experience obtained by the students involved. This support should be viewed as seed funding for new initiatives, with the expectation that actual SMFL budget funds will be included in future grant proposals.

**1) Complete Section 1 – Project Information**

- Unfunded researchers must sign statement pertaining to scope of project.

**2) Complete Section 2 – Project Resources.****3) Complete Section 3 – Project Goals & Scope - Unfunded.**

- This section is to be filled out by the PI.
- Please be as specific as possible. This section is important in justifying the cost that the SMFL will bear in supporting the project.
- Unfunded researchers must sign statement pertaining to scope of project.

**4) Meet with SMFL Associate Director for project review.****Approval flow**

- A. PI signs form in Section 1
- B. SMFL Associate Director signs after review in Section 4
- C. Form is sent to COE Dean for approval in Section 4
- D. Completed form with all signatures is returned to T. Grimsley.
  - SMFL Project is assigned and setup in cardswipe system

**Note:**

Unfunded projects will be required to bear the cost of any mask blanks as well as any chemical waste disposal costs for mixed stream and metal containing wastes.

Instructions for uE Senior Projects

- 1) Complete Section 1 with Advisor – Project Information
- 2) Complete Section 2 with Advisor – Project Resources.
- 3) Meet with SMFL Associate Director for project review.

Approval flow

- A. Advisor signs form in Section 1
- B. SMFL Associate Director signs after review in Section 4
- C. Form sent to uE Program Chair for approval in Section 4
- D. Completed form with all signatures is returned to T. Grimsley.
  - SMFL Project is assigned and setup in cardswipe system.
  - Student is enabled on project.

**Note:**

Unfunded projects will be required to bear the cost of any mask blanks as well as any chemical waste disposal costs for mixed stream and metal containing wastes.