

September 4, 2013

You're doing a special project, right? Of course you are, all the projects in 445 are special. So you might be able to compete for extra funds from the Leung Student Venture fund. Instructions are below. Notice that the deadline is the end of the fourth week of the semester, right after you've turned in your proposals and that most of the require application materials are included in you proposal.

### **Leung Student Venture Fund Award Procedure:**

**Eligibility:** ECE Students, individually or in teams of up to 4 students, at least one being in ECE, may apply for funds up to a maximum of \$2,000 for use in accomplishing projects beyond normal classroom activities. These projects may be done as part of a normal class, but should in some way be extraordinary for that class. Projects may also be part of an individual study supervised by a faculty member or may be done within the context of a student organization.

**Use of funds:** Funds may be used for material costs, services (e.g. machine shop time), and, in special circumstances, travel.

**Application materials:** Students should submit,

1. An abstract describing the project in 200-400 words.
2. An itemized budget and accompanying budget justification.
3. A list of deliverables. A final report should always be included in this list.
4. A timeline.
5. An outlook for plans beyond the project and long term impact.

**Application process:** Materials should be emailed to Katie Beard <leungfund@illinois.edu> with the subject line "Leung Student Venture Fund."

Applications should be received by the end of the fourth week of the semester for full consideration, but will be reviewed on an ad hoc basis after that and funded contingent on remaining budget.

**Dispersal of funds:** Students should obtain supplies through the ECE Store whenever possible. Otherwise, reimbursements will be handled in the ECE Business Office. Orders and receipts should be consistent with the approved budget and will be reviewed. Major changes in budget should be approved by the review committee. Small adjustments in price or specific component choice do not require additional approval.