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Science and Engineering Project Center
Seattle University
901 12th Avenue, ENGR 500
PO Box 222000
Seattle, WA 98122-1090

Science & Engineering Project Center Office

Prof. Jean Jacoby, Project Center Director
Phone: x5526  Email: jacoby  Location: E-500B
Rachael Brown, Corporate Relations Manager
Phone: x2822  Email: brownra  Location: E-601
Jorge Vargas, Project Center Assistant
Phone: x5503  Email: vargasjorge  Location: E-500

Design Coordinators

Prof. Nirmala Gnanapragasam, CEE and ENSC
Phone: x5522  Email: nirmalag  Location: E-511A
Prof. Jason Wong, CS and MSE
Phone: x5949  Email: wongja  Location: E-526
Prof. Shiny Abraham, ECE (SQ)
Phone: x5967  Email: abrahamsh  Location: BA-212
Prof. Henry Louie, ECE (FQ, WQ)
Phone: x4619  Email: louieh  Location: BA-219
Prof. Greg Mason, ME (FQ, WQ)
Phone: x5538  Email: mason  Location: E-406A
Prof. Yen-Lin Han, ME (SQ)
Phone: x4315  Email: hanyle  Location: E-407A

Lab Managers

Todd Pedersen, CEE
Phone: x5528  Email: pedersentodd  Location: E-102
Gary Fernandes, ECE
Phone: x5971  Email: fernandg  Location: BA-218
Steven Leslie, ME
Phone: x5506  Email: lesliest  Location: E-107
Renny Philipose, CS
Phone: x5514  Email: philipr  Location: E-413B

Departmental Administrative Assistants

Bradely Mayfield, CEE and ENSC
Phone: x5520  Email: mayfiel5  Location: E-525
Sarah Cannon, CS
Phone: x5510  Email: cannonsarah  Location: E-509
Teresa Beery, ECE
Phone: x5970  Email: beeryt  Location: BA-209
Natasha Malyuk, ME
Phone: x5540  Email: malyukn  Location: E-405A

Other Offices

Bookstore (Seattle U Campus Store)
Phone: x6002  Location: 12th & Madison
Conference & Events Services (Room reservations)
Phone: x5620  Location: CMLB Bldg.
Help Desk (Computer-Canvas Questions)
Phone: x5571  Location: CMLB Bldg.
Classroom Support
Phone: x6220  Location: CMLB 115
Lemieux Library and McGoldrick Learning Commons
Phone: x6210  Location: LEML - 2nd FL
Mailing Services
Phone: x6199  Location: PAVL-010
Public Safety (**EMERGENCY - X5911**)
Phone: x5990  Location: CMLB 002
Campus Support Services (Purchasing)
Phone: x6490  Location: LYNN Mezz
Reprographic Services
Phone: x6180  Location: PAVL-020
Writing Center
Phone: x6239  Location: LEML-2nd FL
“TO DO” LIST FOR THE BEGINNING OF THE ACADEMIC YEAR

In addition to reading the manual, you and your team will need to complete the following tasks before your project gets underway:

To Do List

____ Review this manual in its entirety and take note of the calendar and due dates.

____ Fill out and submit the forms below to Jorge Vargas in ENGR 500 by 4:00pm, Friday, October 4th, 2019.

Each student must fill out forms on pages 5 to 9 in this manual, or forms can be found online at: www.seattleu.edu/scieng/project-center/student-resources, under Start of Year (Manual, Student Forms & Schedule), or hard copies are available in the Dean’s Office ENGR 500.

Forms to be submitted:

- Exhibit D: Student Release Agreement - Confidentiality and Proprietary Document. Pages 5 to 7
- Project Room Policy form. Page 8
- Photo Release Form. Page 9

All students participating in the Project Center experience must review and sign Exhibit D. Student Release Form by the deadline above.

Project rooms (team offices) are assigned by the Project Center to your department, who in turn will assign your team to one of these rooms. Please see your department administrative assistant for the cipher code for your project room. Daily use of the project rooms between 5:00am and 11:00pm is a benefit of participating in the senior design experience. The expected behavior and conditions for use of the project rooms are outlined in the Project Room Policy Form.

The university requires you to sign a photo release form, which grants permission to use photos of you while working on your projects. The project experience provides many opportunities for the university to recognize and share your work with both internal and external audiences. The Project Center also uses action photos of your team in the Projects Day program and marketing pieces. Please take photos of your team throughout the year and submit them by the deadlines listed in the calendar on page 10-11 of this manual!

If you have any questions, feel free to stop by to see the Project Center Assistant Jorge Vargas in ENGR 500 or call (206) 296-5503 for help.
Sponsored Project Title: ________________________________

In consideration for the opportunity to participate in the Science and Engineering Project Center Project listed above (the "Sponsored Project"), I enter into this Student Release Agreement (the "Agreement") with Seattle University (hereafter referred to as "SU") and agree to the following terms and conditions:

1. Confidential Information.

   1.1 Definition. "Confidential Information" is any and all information disclosed or delivered pursuant to this Agreement whether written or oral and in whatever form, including, but not limited to, any non-public Intellectual Property information or other proprietary, confidential, or competition-sensitive information which may be, but is not required to be, (i) expressly identified with an appropriate legend, marking stamp, or other written or oral identification as proprietary, confidential, or competition-sensitive at the time of the disclosure or delivery, or (ii) if not identified as proprietary, confidential, or competition-sensitive at the time of disclosure or delivery, is expressly identified in a written or other tangible form with an appropriate legend, marking stamp, or other written identification within thirty (30) days of such disclosure or delivery.

   1.2 Obligations. I understand that, during this Sponsored Project, the Sponsor may directly or indirectly disclose Confidential Information to me. In the event of such disclosure, I agree to hold the Confidential Information in confidence and will not use the Confidential Information for any purpose other than completing the Sponsored Project. Specifically, I will not disclose or use any of the Confidential Information for any commercial purpose or development of any products or technology and will not use or attempt to practice any invention arising from or disclosed in the Confidential Information, or any part thereof, without the express authorization, in a prior writing, by the owner of the Confidential Information permitting such use or practice.

   1.3 Limitations. My confidentiality obligations do not extend to Confidential Information that: (i) is in the public domain or that, after disclosure, becomes part of the public domain through no action or fault of my own; (ii) was received from a third party having the legal right to transmit the information; (iii) is shown by documented record to be developed by a Party to this Agreement, its employees, agents, or independent contractors, independently of the owner of the Confidential Information; (iv) is generally furnished to others by the Sponsor without restrictions on disclosure; or (v) is required to be disclosed or made available to a third party pursuant to any applicable law, governmental regulation, or decision of any court or tribunal of competent jurisdiction.
2. **Conflicts of Interest.** During the term of the Sponsored Project, I will make full and prompt disclosure to the Director of the Science and Engineering Project Center at SU of any and all possible conflicts of interest that may arise because of my participation in the Sponsored Project. The provisions set forth in this paragraph are perpetual in nature and will survive the termination of this Agreement.

3. **Intellectual Property.**

   3.1 **Definition.** "Intellectual Property" is any and all products, inventions, discoveries and improvements developed within the course and scope of a Sponsored Project, including any and all copyrights (including the underlying rights therein), patent rights, trademarks, service marks, trade secrets, confidential information, and all other intellectual property rights.

   3.2 **Policies.** I understand that SU governs the handling of Intellectual Property by its official policies titled Seattle University Patent Policy and Seattle University Copyright Ownership Policy (the "Policies"). The Policies provide that ownership and assignment of Intellectual Property arising pursuant to Sponsored Projects are governed by the terms of the agreement between SU and Sponsor, such as the Project Center Letter of Agreement. By execution of this Agreement, I agree to abide by the terms and conditions of the Policies, as they currently exist, and as they may be amended from time to time. Further, to the extent that the Policies are, or become, inconsistent with the Project Center Letter of Agreement or this Exhibit thereto, I understand that the terms of the Project Center Letter of Agreement shall govern all rights with respect to ownership and assignment of Intellectual Property.

   3.3 **Prompt Disclosure.** I will promptly disclose to SU all potentially patentable inventions or discoveries. Such disclosure will be made to the Office of Research Services and Sponsored Projects ("ORSSP"), or other office designated by SU as responsible for handling inventions.

   3.4 **Assignment.** In order to implement this Agreement, I do hereby assign all my right, title and interest throughout the world in and to the Intellectual Property, including, but not limited to, inventions, discoveries, know-how, patent applications, or patents falling under this Project Center Letter of Agreement or provision B (1) of the Seattle University Patent Policy to SU, and its successors and assigns. I also hereby assign all my right, title and interest, including associated copyrights, in and to copyrightable materials falling under this Project Center Letter of Agreement or as described in the Seattle University Copyright Ownership Policy to SU, and its successors and assigns. This Agreement is binding on myself, my heirs, legal representatives, and assigns.

   3.5 **Cooperation.** I agree, without further compensation, to perform such lawful acts and to execute confirmation of an assignment of rights and other lawful documents, as SU may reasonably request, and to otherwise provide proper assistance on my part to effect Intellectual Property assignments, as provided in section 3.4.

   3.6 **No conflict.** I am currently under no consulting or other obligations to any third person, organization, or corporation with respect to rights in inventions or copyrightable materials which are, or could be reasonably construed to be, in conflict with this Agreement. I will not enter into any agreement creating patent or copyright obligations in conflict with this Agreement or the Policies.
4. **Term.** This Agreement is effective on the starting date of the Sponsored Project and will terminate on completion of the Sponsored Project. Sections 1, 2, and 3.5. Will survive the termination of this Agreement.

5. **Governing Law.** The validity, interpretation, construction, and performance of this Agreement is governed by, and interpreted in accordance with, the laws of the State of Washington. The venue of any legal action regarding this Agreement will be in King County in the State of Washington.

6. **Severability.** The provisions of this Agreement are severable and if any portion is held invalid, illegal, or unenforceable for any reason, the remainder of this Agreement will be effective and binding on the parties.

Name: ________________________________ Signature: ____________________________

Department and Team Number: ____________ Date: ________________________________
College of Science and Engineering Project Center

Project Room Policy

The College of Science and Engineering Project Center has rooms in the Bannan Science and Engineering Building for the dedicated use of students engaged in engineering, computer science, and environmental science design projects.

The following policy statement outlines expected behavior and usage of Project Center project rooms. Questions about this policy should be directed to the Project Center Staff, at 206-296-5503 or projectcenter@seattleu.edu

Facility Administration

Use of a Project Center room is conditional upon being enrolled in the 4870-4880-4890 courses.

- The only people granted access to each room are the students assigned to the room, the project faculty advisor, the department chair, administrative staff, and technical support personnel. Combinations will be issued only to these people. No other people shall have unescorted access to the room without permission of the Project Center.
- Multiple teams will be sharing most of the project rooms. Please be respectful of the other team’s project and personal items and do not use their items without their permission.
- Equipment shall not be removed from the rooms without explicit permission of the Project Center.
- Non-SU equipment may be used with faculty advisor knowledge and permission.
- Use of tobacco or cannabis products, alcohol, or any illegal substance is prohibited in the rooms.
- When not in use, the rooms shall be locked and the windows closed.
- Project rooms shall be kept tidy and professional in appearance.
- Project rooms are closed between 11:00pm and 5:00am per the College of Science & Engineering after-hours building use policy.
- Forms requesting 24-hour access to Project Rooms will not be approved.

Computer Management

- No one shall be permitted to change software/hardware configuration without first notifying a faculty advisor.
- The department and Project Center staff shall be allowed access to all equipment in project rooms. Technical support personnel shall be given administrator passwords, where applicable.
- Project teams may install software needed to support their projects. All software must be properly licensed.
- Project teams are responsible for backup and recovery of their computers.

Miscellaneous

- The contents of the room shall be inventoried at the beginning and ending of each project. Final project grades shall not be issued until all keys and equipment have been properly checked-in with the department or Project Center staff.

I have read and fully understand the policies stated for use of the Project Center Project Rooms.

Signed: __________________________ Printed Name: __________________________

Department and Team Number: _______________ Date: __________________________

*Project Room Hours 5:00am-11:00pm*
Photography Release Form.
For valuable consideration received, I hereby grant to Seattle University the irrevocable, assignable, worldwide right and license to use, alter and publish my image, alone or together with other images and text, for University publications and for all other purposes reasonably related to promotion of the University, in any manner and in any medium now known or later developed, without the need for my prior approval. This release will govern all images of me, whether created before or after the date of this release, unless I notify Seattle University in writing that I desire to exclude specific images from this release. I hereby release the photographer and/or videographer and Seattle University, its agents and assigns, from all claims and liability relating to the licenses I have granted in this release. This release will not obligate the University to use or publish my image or use the rights I have granted. I hereby certify that I am 18 years of age or older and have the right to grant the licenses contained in this release.

Photographs or video images that are sufficiently clear to identify a student are considered part of the student’s education records and are protected from disclosure by federal law (FERPA). The University’s FERPA notice can be viewed at the following URL: http://www.seattleu.edu/regis/Policies/Policy_PDFs/Ferpa_Student_Notification.pdf

SIGNATURE ___________________________________ TELEPHONE ________________________________

DATE ___________________________ NAME _____________________________

ADDRESS _________________________________________________________________

CITY, STATE & ZIP CODE __________________________________________________________

I hereby certify that I am the parent and/or guardian or a person under the age of 18 years, and in consideration of value received, the receipt of which I acknowledge, I consent to the terms of the release set forth above.

PARENT OR GUARDIAN

ADDRESS, CITY, STATE, ZIP

DATE _____________________________

Revised December 2004
### PROJECT CENTER ACADEMIC YEAR 2019-2020 CALENDAR

#### Dates and Deadlines

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<th>Month</th>
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<th>Event Date/ Submittal Deadline</th>
<th>Time</th>
<th>Event/ Submittal Location</th>
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</thead>
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<td>October</td>
<td>Fall Workshop</td>
<td>Wed 10/2/19</td>
<td>3:40 PM – 5:45 PM</td>
<td>Campion Ballroom</td>
</tr>
<tr>
<td></td>
<td>Project Agreement (Exhibit D), Project Room Policy, and Photo Release Form DUE</td>
<td>Friday 10/4/19</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td></td>
<td><strong>Joint Session 1</strong></td>
<td>Wed 10/9/19</td>
<td>3:40 PM – 5:45 PM</td>
<td>Campion Ballroom</td>
</tr>
<tr>
<td></td>
<td><strong>Joint Session 2</strong></td>
<td>Mon 10/28/19</td>
<td>3:40 PM – 5:45 PM</td>
<td>Student Center 160</td>
</tr>
<tr>
<td></td>
<td>Last Day to turn in October Reimbursement Receipts</td>
<td>Thursday 10/31/19</td>
<td>4:00 pm</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>November</td>
<td><strong>Joint Session 3</strong></td>
<td>Mon 11/4/19</td>
<td>3:40 PM – 5:45 PM</td>
<td>Student Center 160</td>
</tr>
<tr>
<td></td>
<td>Project Budgets DUE</td>
<td>Please refer to your course syllabus for the deadline</td>
<td>TBD</td>
<td>Turn in to Design Coordinator</td>
</tr>
<tr>
<td></td>
<td>ENSC Team Interviews</td>
<td>Wed 11/6/19</td>
<td>3:40 PM – 5:45 PM</td>
<td>Team project rooms</td>
</tr>
<tr>
<td></td>
<td>CEE Team Interviews</td>
<td>Wed 11/6/19</td>
<td>3:40 PM – 5:45 PM</td>
<td>Team project rooms</td>
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<tr>
<td></td>
<td>ECE Team Interviews</td>
<td>TBD</td>
<td>TBD</td>
<td>Team project rooms</td>
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<tr>
<td></td>
<td>Last Day to turn in November Reimbursement Receipts</td>
<td>Wed 11/27/19</td>
<td>12:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>December</td>
<td>Project Team Photos DUE (3 – 5 photos)</td>
<td>Friday 12/6/19</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td></td>
<td>Mid-Year Survey</td>
<td>Before last day of class on Friday 12/6/19</td>
<td>4:00 PM</td>
<td>Online/ In class</td>
</tr>
<tr>
<td></td>
<td>Last Day to turn in December Reimbursement Receipts</td>
<td>Friday 12/20/19</td>
<td>12:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>Month</td>
<td>Event/Submittal</td>
<td>Event Date/Submittal Deadline</td>
<td>Time</td>
<td>Event/Submittal Location</td>
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<tr>
<td>January</td>
<td>ME Team Interviews</td>
<td>TBD</td>
<td>TBD</td>
<td>Team project rooms</td>
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<tr>
<td></td>
<td>CS Team Interviews</td>
<td>TBD</td>
<td>TBD</td>
<td>Team project rooms</td>
</tr>
<tr>
<td></td>
<td>Last Day to turn in January Reimbursement Receipts</td>
<td>Friday 1/31/20</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>February</td>
<td>Projects Day Program Paragraphs DUE</td>
<td>Please refer to your course syllabus for the deadline</td>
<td>TBD</td>
<td>Turn in to Design Coordinator</td>
</tr>
<tr>
<td></td>
<td>Last Day to turn in February Reimbursement Receipts</td>
<td>Friday 2/28/20</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>March</td>
<td>Project Team Photos DUE (3 – 5 photos)</td>
<td>Friday 3/6/20</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td></td>
<td>Last Day to turn in March Reimbursement Receipts</td>
<td>Tuesday 3/31/20</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>April</td>
<td>Last Day to turn in April Reimbursement Receipts</td>
<td>Thursday 4/30/20</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td>May</td>
<td>Project Posters DUE</td>
<td>Please submit posters approved by your sponsor/liaison, to your faculty advisor and design coordinator, for review. Please refer to your course syllabus for poster deadlines.</td>
<td>TBD</td>
<td>Turn in to Design Coordinator</td>
</tr>
<tr>
<td></td>
<td>CEE and ENSC Project Reports DUE</td>
<td>Please refer to your course syllabus for the deadline</td>
<td>TBD</td>
<td>Turn in to Design Coordinator</td>
</tr>
<tr>
<td></td>
<td>Last Day to turn in May Reimbursement Receipts</td>
<td>Friday 5/29/20</td>
<td>4:00 PM</td>
<td>Turn in to Project Center Assistant Jorge Vargas in ENGR 500</td>
</tr>
<tr>
<td></td>
<td>Poster Assembly by Students</td>
<td>Monday 6/1/20 and Tuesday 6/2/20</td>
<td>TBD</td>
<td>Project Center Assistant Jorge Vargas will send email to all teams and design coordinators with times and location for assembly.</td>
</tr>
<tr>
<td>June</td>
<td>Projects Day</td>
<td>Friday 6/5/2020</td>
<td>11:30 – 6:00 PM</td>
<td>Sullivan Hall – Law School</td>
</tr>
<tr>
<td></td>
<td>End-Of-Year Survey</td>
<td>Before last day of class on 6/8/2020</td>
<td>TBD</td>
<td>In Class/ Online</td>
</tr>
<tr>
<td></td>
<td>Project Center Final Check-Out</td>
<td>Friday 6/12/20</td>
<td>4:00 PM</td>
<td>Last day to turn in ALL receipts for reimbursements, SU property, and Project Room Check-Out Forms to the Project Center or department as appropriate</td>
</tr>
</tbody>
</table>

*Please note the joint sessions may require the full time block and end at 5:45pm
*Calendar is Subject to Revision*
THE IMPORTANCE OF DEADLINES

The deadlines on the Project Center academic calendar and in your syllabus have been carefully selected to provide you with sufficient time to complete and turn in work. Many of your deliverable products must be reviewed and approved by your faculty advisor, design coordinator, and sponsor prior to submittal in their final form to the Project Center. Please see your course syllabi for those internal deadlines, which will precede the Project Center deadlines.

To meet deadlines, you will need to plan ahead!

Meeting deadlines is an important component of the senior design courses. Failure to meet deadlines will affect your grade in each course.

If you have any questions, contact Jorge Vargas, Project Center Assistant at (206) 296-5503 in ENGR 500, or via email at vargasjorge@seattleu.edu
Your senior capstone experience is an opportunity to enhance your professional and intellectual growth within your discipline. It also represents an opportunity to work closely with team members with different backgrounds and develop an appreciation for diversity, ethical behavior, and an understanding of the social, economic, and environmental constraints common to engineering and science projects. The success of your project will largely depend upon cultivating positive team interactions that foster each team member’s inclusion and unique contributions to the project.

In this regard, Seattle University has a longstanding commitment to diversity and inclusion. Diversity is one of the six core values we espouse as part of our mission. The Project Center is committed to sustaining a culture of inclusive excellence that values diversity and works for equity in opportunity and outcomes. As a part of the Project Center, we ask for your help in fostering a welcoming and open environment, treating others with respect, and collaborating toward a shared vision. Please refer to the Student Code of Conduct and to the Office for Diversity and Inclusion for more information.

If you personally experience bias, harassment or discrimination, or witness any of these, we encourage you to reach out to one of the resources listed below.

Resources for you to discuss or report bias or discrimination incidents include:

- Your Design Coordinator, Department Chair or Project Center Corporate Relations Manager
- SU Office of Institutional Equity-Assistant Vice President for Institutional Equity, Andrea Herrera-Katahira 206-220-8515 or katahira@seattleu.edu
- Office of the Dean of Students (if student is the target or offender) STCN 140 or 206-296-6060
- Counseling and Psychological Services (CAPS) - Pigott Pavilion for Leadership Suite 120 or 206-296-6090
- Campus Ministry - Student Center 120 or 206-296-6075

Additional Information:

- Seattle U Mission, Vision and Values
- Student Code of Conduct
- Seattle U Bias Harassment Policy
- Seattle U Non-Discrimination Policy
- Seattle U Sexual Harassment Policy
**BUDGET AND SPENDING**

Managing your design project includes budgeting. You are required to track your expenditures and manage your budget. It is your responsibility to familiarize yourself with the budget procedures and policies for your senior design project. **Your budget will be approved up to $1,500.** Your proposed budget will be based on your estimate of how much your project will cost. Your expenditures are classified into four categories: *project supplies, capital equipment, mileage/travel and miscellaneous expenses.*

Each team must report their projected budget with the **Project Center - INITIAL TEAM BUDGET REQUEST FORM** (pages 16 & 17), which can also be found online at: [https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/Initial-Team-Budget-Request-Form-2019-2020.pdf](https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/Initial-Team-Budget-Request-Form-2019-2020.pdf)

*Your budget is DUE to your Design Coordinator by the deadline in your syllabus*

---

**Some Budgeting Questions to ask yourselves:**

- How much money will we need to carry out our project?
- What supplies will we need?
- Will we need to purchase special equipment or software?
- Will my team be using a monthly charged or prepaid data or coding subscription, or a phone service for any project devices such as AWS, GitHub, T-Mobile, etc.? *Please specify on your form, then the Project Center will make arrangements with your team.*

- How much will we be spending for transportation costs?
- How much will we be spending on shipping costs and taxes?
  (Note: your budget should not include overnight shipping costs—see below)

---

**Unallowable Expenses:**

- Conference or competition travel costs and registration fees.
- Overnight shipping costs, unless approved by the Project Center.
- Food **unless** it is consumed on a project site visit that is over 50 miles away from campus.
- Basic office supplies. *The Project Center has placed basic supplies in each project room.*

If you need other supplies, please see Jorge Vargas in ENGR 500 prior to purchase.

---

**Purchases Become Property of the Project Center, Department, or Sponsor**

*Please be aware that all expenditures are strictly for use in carrying out your project.* All purchases become the property of the Project Center or department for use by future project teams or are given to the project sponsor at the conclusion of the project per contract terms.
Keep Track of Your Budget
Learning to manage your budget is an important part of your project experience. A budget template will be provided upon request. If you find any discrepancies on your budget, discuss the matter with the Project Center Assistant Jorge Vargas. Please note that many orders placed online do not always reflect taxes by the time of purchase. University policies dictate that taxes must be collected. The university will deduct the tax (10.1%) from your team budget if it was not previously reflected.

Purchases through ProcureSU will have adjustments for tax sales and shipping costs. The Project Center Assistant will notify teams of the total cost of an item purchased through the ProcureSU system.

Changes to Your Budget
Changes and increases to your budget must be submitted in writing to the Project Center using the Project Center – INCREASE OF TEAM BUDGET REQUEST FORM (pages 18-19), and online at: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/Increase-of-Team-Budget-Request-Form-2019-2020.pdf. The increase in your budget must be approved by your faculty advisor and the Project Center Director, before purchasing the item(s).
List the total projected dollars that you and your team anticipate spending in each category. Complete the second worksheet listing specific line items and costs. After the itemized form is completed, attach this cover page and any supplemental information before you turn it in.

| Project Team Dept and Number |  
| Faculty Project Advisor Signature | Date |
| Faculty Project Advisor Printed Name |  
| Project Center (authorization) | Date |

The overall budget must be approved by the Project Center before any purchases or reimbursements will be authorized. Revisions to the budget (including transfer of funds between categories) must also be requested in writing to the Project Center by using the Increase of Team Budget Request Form.

Your budget will be approved up to $1,500

| Project Supplies | TOTAL: (A) $ |
| Capital Equipment | TOTAL: (B) $ |
| Travel (Mileage, parking) | TOTAL: (C) $ |
| Miscellaneous (Phone Line for Project Device, Data Subscriptions, etc.) | TOTAL: (D) $ |
| Total Projected Budget (A, B, C, and D) | TOTAL PROJECTED BUDGET: $ |

*REFER TO YOUR COURSE SYLLABUS FOR BUDGET DUE DATE*
## Project Supplies
(Any single item under $500; e.g., chips, LEDs, connectors, lab/shop testing supplies, reference materials)

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## Capital Equipment
(Any single item over $500; e.g., software packages, test equipment and instruments, major laboratory components)

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## Travel
(Mileage to/from sponsor office or field site and associated parking fees, liaison's visitor parking fees on campus)

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## Miscellaneous
(Copying, phone line for project device, data processing monthly subscriptions or prepaid, etc.)

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**TOTAL** $
The budget increase must be approved by all parties listed below before any purchases or reimbursements will be authorized. You must complete both pages.

| Project Team Dept and Number |  __________________________ |
| Faculty Project Advisor Signature |  __________________________ Date  |
| Faculty Project Advisor Printed Name |  __________________________ |
| Project Center (Authorization) |  __________________________ Date  |

**Detailed Justification for Increase:**

**Summary of Requested Budget Increase**

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<th>Item</th>
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<td>Project Supplies</td>
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<td>Capital Equipment</td>
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<tr>
<td>Travel (Mileage, parking)</td>
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<tr>
<td>Miscellaneous (Phone Line for Project Device, Data Subscriptions, etc.)</td>
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</tr>
<tr>
<td>Total Projected Budget (A, B, C, and D)</td>
<td>TOTAL PROJECTED BUDGET: $</td>
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Turn in your signed form to the Project Center Assistant Jorge Vargas in ENGR 500
# Project Supplies
(Any single item under $500; e.g., chips, LEDs, connectors, lab/shop testing supplies, reference materials)

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**Subtotal:** $  

# Capital Equipment
(Any single item over $500; e.g., software packages, test equipment and instruments, major laboratory components)

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**Subtotal:** $  

# Travel
(Mileage to/from sponsor office or field site and associated parking fees, liaison's visitor parking fees on campus)

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**Subtotal:** $  

# Miscellaneous
(Copying, phone line for project device, data processing monthly subscriptions or prepaid, etc.)

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**Subtotal:** $  

**Total:** $  

[Back to Top](#)
Purchasing and Reimbursement Instructions

PLEASE READ THESE INSTRUCTIONS THOROUGHLY. Mistakes can cost your senior design team unnecessary loss of time and funds.

The first step in purchasing an item that is specified in your budget is to complete and submit a purchase request form to the Project Center Assistant Jorge Vargas. All items must be ordered through the Project Center. If the Project Center is unable to purchase from a ProcureSU designated vendor, we will work with you to purchase from an outside vendor (purchases under $500 total). Please note that all purchases over $500 must be purchased through ProcureSU.

The Project Center - ProcureSU Purchase Request Form is located on page 21 of this manual and online at: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/ProcureSU-Purchase-Request-Form.pdf

IMPORTANT NOTE: If your project team will need to subscribe to a phone service for one of your project devices, or if your team will be using a data or coding processing monthly service or prepaid service such as AWS, GitHub, etc. Please contact Jorge Vargas immediately to make arrangements to set up accounts and payment methods for your team.

Purchasing Process

Complete a ProcureSU Purchase Request Form listing all items with at least 2 weeks before the items are needed, or plan accordingly for shipping time.

1. Attach printout of item image, item number, short item description, price, amount, and any other special instructions.
2. Email the Project Center Assistant Jorge Vargas (vargasjorge@seattleu.edu) with the links of the item(s) you wish to order.
3. Bring the completed form and documentation to your faculty advisor for signature and approval.
4. Bring Purchase Request Form plus any supporting documentation to the Project Center Assistant Jorge Vargas with at least 2 weeks before the supplies are needed, or with enough time for shipping time.
5. The Project Center staff will send the purchase form to the Procurement department.
6. After the Procurement department places the order with the vendor, it can take 2 to 10 business days for the supplies to arrive—please plan accordingly for shipping and handling times.
7. When the supplies arrive, the Project Center will contact your team to pick-up the supplies in the Dean’s Office ENGR 500.
8. If possible, send an email confirming all items have been received in good order to the Project Center Assistant Jorge Vargas.

Note: If an Item needs to be returned or exchanged, please contact Jorge Vargas immediately.
# ProcureSU Purchase Request Form

## INSTRUCTIONS:

1. Complete this ProcureSU Purchase Request Form listing all items needed. Attach printout of item image, item number, short description, and price and any special instructions; please be as specific as you can. For faster finding of the items being purchased, please email web links of the items to the Project Center Assistant Jorge Vargas at vargasjorge@seattleu.edu.

2. Bring the ProcureSU Purchase Request Form plus any supporting documentation to the Project Center Assistant Jorge Vargas in ENGR 300 at preferably 2 weeks before the items are needed or plan accordingly for shipping time.

3. In case of return and exchanges, please contact Jorge Vargas immediately.

## Description of Item(s) | Item Number | Website, Name of Vendor, or Phone Number to Order | Quantity | Cost (Including Tax & Shipping Cost, if available)
---|---|---|---|---

### Notes:

TOTAL: $
### Mileage and Food Reimbursement Process

Food will only be reimbursed if purchased on a site visit over 50 miles away from campus. *Alcohol purchases of any kind will not be reimbursed.* **Itemized receipts are required** for all meals at restaurants and food purchases, unless per diem rates are used.

Mileage will be reimbursed at **$0.58 cents per mile** as of 2019. Gas receipts **will not** be reimbursed. Automobile travel is currently reimbursed (See the guidelines for mileage reimbursement and vehicle rental information on pages 23, 24 & 25 of this manual).

Refer to the instructions below and in the **Project Center - Mileage & Food Reimbursement Request Form.** This form can be found on page 23, and online at: [https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/Mileage--Food-Reimbursement-Request-Form-2019-2020.pdf](https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/Mileage--Food-Reimbursement-Request-Form-2019-2020.pdf)

1. Submit your faculty-signed Project Center-Mileage & Food Reimbursement Request Form and itemized receipt for food purchases to the Project Center Assistant Jorge Vargas in ENGR 500.
2. Submit requests for **no less than $25.00**, unless that amount equals total spending for the month, by the end of the month.
3. The Project Center will submit your reimbursement form and itemized receipt for food to the Controller’s Office for a check reimbursement. Please allow 10 to 15 business days for your check to arrive.
4. When your check arrives, you will be notified by email to pick it up in ENGR 500. Please bring a picture ID to pick up your check.

Always allow for the unexpected. Make copies for your own records and turn in your requests as soon as you can to avoid missing the end of the month submission deadline.

**VERY IMPORTANT NOTE ABOUT REIMBURSEMENTS:** for other type of reimbursements, such as **minimal purchases** made by a project team, over the weekend, or during school break (when the Project Center staff is not available to purchase minimal items for project teams), or for any outside ProcureSU purchases that have been approved by the Project Center, **please save all itemized receipts and proof of payment information**, and stop by ENGR 500 to get a reimbursement form from Jorge Vargas (**this reimbursement form is not available on the Project Center website**).
# Mileage & Food Reimbursement Request Form

**Project Center - Mileage & Food Reimbursement Request Form**

<table>
<thead>
<tr>
<th>Student Name &amp; Student ID #:</th>
<th>Dept. / Team #:</th>
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<tr>
<td>Student Email:</td>
<td>Phone #:</td>
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<td>Address, City, State &amp; Zip:</td>
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**Faculty Advisor Signature:**

**Approved by Project Center:**

### General Reimbursement Information

1. Food expenses will be reimbursed if a team has a site visit over 50 miles away from campus. Purchase receipt(s) must include restaurant's itemized list of food and drinks ordered, plus how you paid and the names of the team members who attended the meal. Alcoholic beverages will not be reimbursed.
2. You must submit reimbursement requests within 31 days of purchase. Any requests submitted after 31 days will NOT be reimbursed.

### Mileage Reimbursement Information

1. The Project Center will reimburse teams for project-related travel. Please submit reimbursement request for no less than $25.00, unless that amount equals total spending for one month.
2. Reimbursements must be submitted by 4pm on the last business day of the month when travel occurred.
3. Teams must carpool whenever possible, if circumstances prevent this, no more than 2 drivers will be reimbursed for one same trip. If you did not carpool you must include explanation in the notes section below.

* Mileage is reimbursed at $0.58 cents/mile. Gas receipts will NOT be reimbursed. *

### Instructions

1. Fill this form out completely.
2. Itemized receipts are required with this form.
3. For mileage reimbursement: attach a Google map printout with details of the trip from Start-to-Finish route and include the total miles traveled.
4. Attach information about carpooling if applicable.
5. Have your project team faculty advisor sign the reimbursement.
6. Take the signed form and any other additional information to the Project Center Assistant Jorge Vargas in ENGR 303.
7. A reimbursement check will be processed. Please allow 10 to 15 business days. You will be emailed once your check has arrived for pickup. Please bring a picture ID to pickup your check.

### Description of Food Purchase / Trip to:

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<th>Description of Food Purchase / Trip to:</th>
<th>Miles x $0.58</th>
<th>Food Cost</th>
<th>Cost (including tax)</th>
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**TOTAL:**

### Notes:
▪ Project-Related Travel Costs ▪

Local Travel Using Personal Vehicle
Local travel is considered to be travel within a radius of 10 miles of Seattle University. Local travel, such as a supply run, would not normally qualify for mileage reimbursement. An exception to this general rule would be if there were repeated requirements for local travel, such as a project that requires a weekly visit to a sponsoring organization. Such travel could be reimbursed upon the advance approval of the faculty advisor. In accordance with Seattle University’s commitment to sustainability, van rentals, mass transit, or carpooling should be used whenever possible.

Travel outside the local area is reimbursed, subject to advance approval of the faculty advisor. Automobile travel is currently reimbursed at the Seattle University rate of 58 cents per mile. There is no reimbursement for gas expenses as this is covered in the mileage reimbursement. A Google map showing start and finishing routes, including miles traveled, is required for mileage reimbursement. Please fill out the Project Center-Mileage & Food Reimbursement Request Form on page 22 and take the completed form to Jorge Vargas in ENGR 500.

Carpooling: Teams must carpool whenever possible. If circumstances prevent this, no more than 2 drivers will be reimbursed per trip. Parking costs associated with travel are reimbursable if you have a receipt. As with other reimbursements, please accumulate requests in amounts of $25 or more and submit by the last day of each month.

Ridesharing, Car Share Rentals and Taxis
Rideshare (Uber, Lyft), carsharing (Car2Go, Zipcar, Limepod) and taxis may be used if mass transit, carpooling in your own vehicle or walking is not an option. Ridesharing, carsharing and taxis will be referred to as “Shared Use Mobility Options (SUMO).” If multiple students and their faculty advisor are travelling to the sponsor site, they are allowed to use a SUMO only if they carpool in a single SUMO or no more than 2 SUMOs per trip if there are more attendees travelling than are allowed in a single vehicle. If using a service with a provided driver (taxi, Uber, Lyft), tips will only be reimbursed to 20%. Anything above 20% will be the responsibility of the individual paying.

Car sharing can be a cost effective way to travel as long as you are in the car sharing service territory. Students who use a car service such as Limepod or Car2Go are responsible for being aware of their service territory and will be responsible for any fees other than travel to and from the meeting. Students will not be reimbursed for cars parked outside of the territory, including parking time during the meeting. EX: You have a meeting in Kent and use a LimePod. The car time to and from the meeting will be covered, but the time parked will not. If you have a meeting outside of the service territory for car sharing, please use other SUMO services such as a taxi, Uber or Lyft.

SUMO costs associated with travel are reimbursable if you have a receipt. Please save all itemized receipts and payment proof, and stop by ENGR 500 to get a reimbursement form from Jorge Vargas (this reimbursement form is not available on the Project Center website). As with other reimbursements, please accumulate requests in amounts of $25 or more and submit by the last day of each month.
Renting a School Van

**T I P** PLAN AHEAD! Seattle University vans are available on a first-come, first-serve basis. The Project Center Assistant Jorge Vargas needs five working days to process paperwork for vehicle rentals.

Whether you rent a University van or a vehicle from an outside vendor, your team must register drivers with Public Safety by filling out Vehicle Driver Authorization Form for each driver. These are available from Public Safety and are good for the academic year. All drivers of Seattle University vehicles must be 21 years of age or older. A full description of the driver authorization process can be found on the Transportation and Parking Services webpage at:

[https://www.seattleu.edu/transportation/vehicle-rentals/driver-authorization/](https://www.seattleu.edu/transportation/vehicle-rentals/driver-authorization/)

The process includes the following steps:

- A. Defensive Driver Training by Edu-Risk-Learning (for all drivers of University vehicles)
- B. Van Safety Training (for drivers who wish to rent 12-passenger vans)
- C. Application for Driver Authorization (for all drivers of University vehicles)

After you’ve registered your drivers with Public Safety, you must complete a Vehicle Rental Contract through the Public Safety office or website. The form requires that you indicate the specific dates and times you will need the vehicle and list the registered drivers and their ages. The form also requires the authorization of the Project Center. **Bring the completed request form to ENGR 500. All van rentals must be done through Jorge Vargas.**

*** The Project Center Staff will only approve SU van rental requests, not rentals from other companies if SU is out of vans. Teams are responsible for bringing or emailing Jorge Vargas [vargasjorge@seattleu.edu](mailto:vargasjorge@seattleu.edu) a copy of the receipt after the van trip. The team is also responsible for late fees and cleaning fees***
Parking On-Campus for Visitors

To secure parking for your liaison or non-SU visitors (not including SU students or faculty) who will be working with your project team, the Project Center strongly recommends project teams to request parking at least 5 days before the parking is needed. You will not need to secure parking for your liaison(s) for special events (e.g. Fall Workshop, Projects Day).

**How do I request a 1- to 6-hour parking pass, or a 1-day parking pass for my liaison?**

Please send the following information to vargasjorge@seattleu.edu:

- Team number
- Date when the parking is needed
- Start and end time of the parking needed
- Name of guest(s)
- Number of passes needed (are your guests carpooling?)
- Reason or title of meeting

**How do I request a 5-one-day parking punch-card pass for my liaison?**

Your team can also request a “5-one-day parking punch-card” with 5-day advance notice from the Project Center Staff. **$35 dollars will be deducted from your team budget for each pass.** These passes can be given to liaisons to keep and the punch card can only be used by the car designated in the punch card. This is a good option for liaisons who meet with their teams each weekly, as this makes it more convenient for them and less expensive. **Only one** 5-One-Day punch card can be requested at a time.

To request this pass, please send the following information to vargasjorge@seattleu.edu:

- Team number
- Name of liaison and company
- License plate number and State
- Vehicle year
- Color, make, and model
- Type (sedan, SUV, etc.)
- E-mail and phone number of guest

**IMPORTANT NOTE ABOUT PARKING:** Parking permits can only be requested for liaisons or other non-SU related visitors that will meet with project teams to work directly on the capstone project.

If your team is going to drive to the liaison’s worksite, the Project Center will reimburse for mileage from campus to the liaison’s worksite and any parking fees outside the liaison’s worksite (see pages 22 & 23 for more details).

The Project Center does **not** cover on-campus parking for project team members at any time including prior to a visit at the liaison’s worksite.
Phone Calls – Long Distance

Your team will be charged for long distance phone calls made on Seattle University phones. **Do not make personal long distance calls on Seattle University phones.** Phone bills for all lines are reviewed by the College Budget Manager on a monthly basis and will be deducted from your team budget.
• DELIVERABLES •

Your teams will have a number of deliverables throughout the academic year. Follow your department’s course syllabus and the Project Center calendar for deadlines for all submissions.

Important Deadlines

**Projects Day program paragraphs, approximately 150-250 words: see course syllabus for deadline.**
See more information on the Projects Day paragraph below.

**Project Report: see course syllabus.**
The report format and deadline for submittal of your draft report to the design coordinator will be set by the department.

**Projects Day poster files: see course syllabus for department review of your poster.**
Please refer to your course syllabus for the submission deadline of the final liaison-approved version of your poster. Please submit a PDF and a Microsoft Publisher copy of the file to your faculty advisor and your design coordinator for final review. **After final review, design coordinators will forward all finalized posters to the Project Center for printing.**

**Poster Assembly by teams: Monday, June 1st and Tuesday, June 2nd, 2020.**
Project Center staff will provide the materials, space, and guidance for this activity. Gluing a poster to a tri-fold board might seem like a simple administrative task, but it is important that projects teams glue their own posters so that you may see the final product and inform the Project Center know if there are any problems with the poster. **Jorge Vargas will send an email to all project teams with the location and time for poster assembly sessions.**
Projects Day Program Paragraph

During winter quarter, the design coordinators will request that each team turn in a descriptive paragraph about each project that will be used for the Projects Day program. This will be submitted to the design coordinator by the due date listed in your syllabus. The summary should include the following information:

- Project Title
- Project Number
- Name of Sponsor
- Sponsor Liaison Names (In alphabetical order by last name)
- Faculty Advisor
- Names of Students (In alphabetical order by last name)

The description should include:

- Why the sponsor needs the project done, what problem is to be solved
- What the team did to solve the problem
- What specifications and criteria were met by the design solution.

Projects Day program paragraphs should be written as though the project has been completed. Paragraphs should be 150-250 words. Your sponsor liaison, faculty advisor, and design coordinator must approve the final draft of your abstract before the design coordinator submits it on behalf of all the project teams to the Project Center.

Examples of previous project paragraphs can be found on page 30 and in the 2019 Projects Day program at:


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**Sample Paragraph**

**PROJECT TITLE:** Cable Attachment Mechanism (CAM)  
**PROJECT NUMBER:** ME 19.5  
**SPONSOR:** Vita Inclinata  
**SPONSOR LIAISON:** Caleb Carr, Jon Chung, Alex Popoff, and Derek Sikora  
**FACULTY ADVISOR:** Joshua Hamel, PhD, PE  
**STUDENTS:** Bilegt Bayaraa, Andrew Lenart, Jamal Marshall, John Reinke

Vita Inclinata designs and builds devices that control the motion of cable-suspended loads. One important application is that of stabilizing the load in helicopter hoist rescue missions. These missions are aborted for safety reasons if the load swings past 25 degrees from vertical. Vita Inclinata’s Load Stability System (LSS) is designed to expand the operational envelope of rescue and sling load missions by using a series of turbines to counteract the swinging motion of the load. The independently powered LSS is designed for quick deployment and removal from the hoist cable via a direct mechanical attachment. The team was asked to design and fabricate a Cable Attachment Mechanism (CAM) prototype to connect the LSS to a helicopter-grade cable. The CAM was designed for rapid deployment while maintaining cable integrity. It can attach and detach the LSS to a helicopter cable in less than 15 seconds. The CAM housing is designed to interface with various Vita Inclinata technologies in addition to the LSS HR-Hoist Rescue.

**Sample Paragraph**

**PROJECT TITLE:** Development of Power Quality Test Data Processing Software  
**PROJECT NUMBER:** ECE 19.1  
**SPONSOR:** The Boeing Company  
**SPONSOR LIAISONS:** Kamiar Karimi, PhD, Evelyn Matheson, Eugene Solodovnik, PhD  
**FACULTY ADVISOR:** Richard Bankhead  
**STUDENTS:** Jeremiah Kalmus, Rasmus Nystroem, Kadrian Rickman, Huy Vu

The Boeing Company requested that the team develop a power quality data analysis tool to easily and accurately analyze the power quality data recorded from an airplane’s electrical power system. The tool was developed in MATLAB and consists of a graphical user interface (GUI) along with an integrated graphical data display (GDD) and data processing algorithms. The GUI provides the user convenient interaction with several types of analysis, and the GDD graphs the sampled data based on chosen analysis type. The types of analysis that the tool supports include; min, max, mean, RMS, real power, reactive power, power factor, individual harmonics, total harmonic distortion, crest factor, DC content, modulation and waveform envelope, plotting of waveform frequency, peak-to-peak ripple, and frequency spectrum analysis of ripple.
Final Reports
CEE and ENSC teams are required by the Civil & Environmental Engineering (CEE) Department to submit printed proposals and final reports. CEE and ENSC teams must send completed Reprographics Forms (found in the Project Center website) and finished reports to the CEE Design Coordinator per your syllabus deadline. Printing color pages is very expensive so please limit your request to only those pages where color is essential (typically 5-10 pages per report). Most line figures and bar charts can be depicted using formats other than color. The CEE Design Coordinator will send the approved product to the Project Center, and the Project Center Director will review reports before sending printing orders.

CS, ECE, and ME student teams will submit reports electronically. Please refer to the deadlines provided in your syllabus.

Posters
The poster session displays are color posters printed by the Project Center and mounted onto tri-fold boards 36 x 48 inches. A poster board template will be available on the Project Center website at: https://www.seattleu.edu/scieng/project-center/student-resources/ under Projects Day Preparation (the file will automatically download to your computer once you click on the Poster Template Link, please check your download file in case you do not see the downloaded file on the bottom-left side of your screen). Your poster content MUST be approved by your sponsor liaison and then reviewed by your faculty advisor and design coordinator. After your poster has been approved by your sponsor liaison, please submit a PDF and a Microsoft Publisher copy of the file to your faculty advisor and your design coordinator for final review. After final review, design coordinators will forward all finalized posters to the Project Center for printing.

After the poster has been printed, project teams will assemble their posters during gluing sessions on Monday, June 1st and Tuesday, June 2nd, 2020. Project Center staff will provide the materials, space, and guidance for this activity. Jorge Vargas will send an email to all project teams with the location and time for poster assembly sessions.

Follow your department’s guidelines for posters, but basic requirements include:
- The name of the sponsor (and logo if sponsor has given permission)
- Seattle University signature or seal
- Title of the project
- Team number, names of team members, faculty advisor, and sponsor liaisons
- Short descriptions of the project
- Information on what the team did on the project and the results using charts, graphics, photographs, screen shots, or other visuals as well as a narrative to explain the visuals
Projects Day is the culminating event that showcases your Project Center experience. You will present your final project orally and as a poster to your peers, corporate sponsors, potential employers, and University faculty and staff. It may be helpful to view last year’s Projects Day 2019 program on the Project Center program at:


Practice Sessions, Presentations, and Project Display
During the week of Projects Day, presentation rooms will be available for practice sessions. Please check with your design coordinator to determine if your presentation will be loaded onto a departmental laptop or if you should bring your own laptop. Follow your department’s guidelines for presentations.

Practice sessions will be announced at the end of May. Project Center Assistant Jorge Vargas will send an email to all project teams with instructions on how to sign up for a team practice session in the room where you will be giving your final presentation on Projects Day.

Team presentations are 15 minutes in length with 5 minutes between presentations for questions. The tight presentation schedule does not allow time for students to disconnect and connect to their own laptops, run demonstrations on their own laptops during their presentation, or log in and out using individual names.

Computers will be prepositioned in presentation rooms on the morning of Projects Day. Be sure to load your PC friendly PowerPoint presentation onto the desktop.

The day of Projects Day, each team will have one 6-foot table for the poster and other display materials. Any team needing additional display space or power requirements should coordinate with the Project Center at least 2 weeks prior to Projects Day. Power cords and power strips will be available on loan, but must be requested in advance. Please let the Project Center in advance if your team needs extra space to display your project or special arrangements for air compressors, generators, etc.

During your project experience, if you have any questions or concerns please use this manual, ask the Project Center Staff for assistance. We are here to help you to make the most of this opportunity!

Have a great capstone project experience!