MEMORANDUM

Date: February 4, 2019

To: Mechanical Engineering Department Faculty

From: Charles Birdsong, Director,
      Donald E. Bently Center for Engineering Innovation

CC: Amy Fleischer, Dean
      College of Engineering
      Rakesh Goel, Associate Dean
      College of Engineering

RE: Request for Proposals for the Donald E. Bently Center for Engineering Innovation

The Donald E. Bently Center for Engineering Innovation is now accepting proposals for release time for summer 2019 through summer 2020. Please submit your proposal electronically as a .pdf file to Charles Birdsong, Director of the Bently Center, with a copy to the Department Chair by Friday March 1st, 2019. Availability of release time is additionally contingent upon the teaching needs of the department as determined by the Department Chair, and approval of the Dean. Consideration for acceptance of proposals will depend on the degree to which the proposals address the following review criteria.

Review criteria (and weighting %) are as follows:
1. Mission (40%). The degree to which the proposals support the mission of the Donald E. Bently Center for Engineering Innovation: “… advancement of research, education, and the practice of mechanical engineering with innovation as a guiding principle.” Special consideration will be given to proposals in rotor dynamics and with considerable student impact.
2. Leverage (15%).
3. Deliverables (15%).
4. Past Performance (15%).
5. Need (10%).
6. Proposal quality (5%).

The review committee will use a broad interpretation of leverage, deliverables, and need; however, it is the applicant’s responsibility to provide clear justification regarding leverage, deliverables, and need. Funded proposals and project reports from previous years are available for your review at https://me.calpoly.edu/partnering/bently-center/
**General instructions** are as follows:

1. Proposals should be limited to 5 pages; do not include progress reports or other material that exceed this page limit.
2. Proposals should state the scope of the project and contain sufficient material in order to evaluate the feasibility and benefit of the work relative to the six ranking criteria listed above.
3. To address *past performance*, provide a summary of your most recent Bently support that lists the dates for the period of support, the specific aims of the previous project, and the progress made toward their achievement. If you have not had prior Bently support, simply state that is the case.
4. Each proposal must include a short title that is descriptive of the proposed work.
5. Please indicate the amount and timing of WTUs requested, additional resources required, and other proposals pending to support the same work. Proposals requesting up to 18 WTUs per year of release time will be considered. All requests for release time should be based on a full time load of 15 WTUs (this includes proposals for summer). Faculty with approved appointments of 12 WTUs (or greater) can use the title “Donald E. Bently Professor”. Multi-year appointments can be proposed, but the need for a single agreement granting consecutive years of release time must be justified.
6. An applicant should submit only one proposal. If that proposal includes distinct projects, the applicant is strongly encouraged to suggest distinct WTU requests for each project.
7. Successful proposers will be expected to submit a status report within one month after the final date of release time and to acknowledge the support of the center in all publications. Also, successful proposers may be asked to give a short presentation to the ME Department.