

## MEMORANDUM

Date: December 22, 2016

To: Mechanical Engineering Department Faculty

From: Steve Klisch, Director,  
Donald E. Bently Center for Engineering Innovation

CC: Debra Larson, Dean  
College of Engineering

Rakesh Goel, Associate Dean  
College of Engineering

RE: **Request for Proposals**

Proposals are being accepted for release time for Summer 2017 through Summer 2018. The Donald E. Bently Endowment to the Mechanical Engineering Department will fund the release time. Proposals are to be submitted electronically as a .pdf file to Steve Klisch, Director of the Bently Center, with a copy to the Department Chair by **Friday February 3<sup>rd</sup>**. 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*.

*General instructions* are as follows:

1. Proposals including progress reports should be limited to 5 pages.
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. Faculty with approved appointments of 12 WTUs (or larger) 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.