

IEEE UCSD Project Policy

1. Important dates

- U.S. Grants deadline - Friday of 3rd week, quarterly
- Matching Funds deadline - mid winter quarter
- Eureka poster submission deadline – mid winter quarter
- Matching Funds final report deadline - two weeks following competition
- Social Natcar Competition - May 15 (tentative)
- RoboMagellan Competition - Fri-Sun, Apr 23-25, 2010
- Micromouse Competition - early spring quarter

2. Budget

- Micromouse: \$2500
- RoboMagellan: \$2000
- Natcar: \$500 ea. (x 3)
 - Budget may NOT be used for travel since competition is local.
- The funds will be disbursed by reimbursement. For instructions on getting reimbursed, see the [reimbursement policy](#).
- The approved uses for project budgets are dictated by the Matching Funds guidelines.
- Your budget may be used for:
 - Parts/materials
 - Airfare
 - Car Rental
 - Personal Vehicle Mileage
 - Hotel Accommodations
- Your budget may NOT be used for
 - Food
 - Beverage
 - Alcohol
 - Entertainment
- The purchase of fixed assets, such as tools, computers, and software is discouraged. These purchases require pre-approval from the president.

3. Grant Proposals

- The projects manager is responsible for writing grant proposals. While the projects manager should make their best effort to complete as much of the proposal as they can by using old proposals and their own knowledge, there is information which only the project leader knows. Each project lead is expected to help the projects manager with grant proposals in any way that the projects manager should request.
- Our projects budget is predicated on successful grant proposals, so it is critical that we all work together to write the best proposals possible. The president and/or faculty advisor may review any proposal prior to submission.

4. Demos & Status Reports

- Each project lead is expected to:
 - report status whenever requested by the projects manager or president
 - give a demo at the end of each quarter, or whenever requested by the projects manager, president, or faculty advisor
 - maintain a roster of team members with name, role, and email address
 - Help the projects manager with the projects section of the quarterly report
- 5. Publicity & Website
 - Each project shall submit a EUREKA poster (<http://www.jacobsschool.ucsd.edu/eureka/>)
 - Each project shall maintain its webpage. (<http://ieee.ucsd.edu/projects>)
 - Each project shall generate media including pictures and videos.
 - Projects shall make a good faith effort to participate in IEEE publicity and outreach events.
- 6. Continuity
 - Before leaving the project, each member shall back up all their data to a [web-accessible location](#), preferably the IEEE server.
 - Each project lead shall line up a successor.
 - Continuity is a state of mind. Always think about how you can do something so that it's easier/faster/better for the next person.
- 7. Teams
 - All project leads and members shall be members of IEEE.
 - The size and composition of the team is at the discretion of the project lead.
- 8. Project space
 - All projects have access to the ECE 191 room
 - All projects have access to EBUI B550 for storage
 - Micromouse has access to EBUI 4710
 - AUVSI will have access to its own space, pending ECE department approval
- 9. Voting Rights and Officer Status
 - Project leads are officers in IEEE UCSD with voting rights. Attendance of officer meetings is optional.