



## 2015 - 2016 Application Letter

September 17<sup>th</sup>, 2015

To: All Faculty of Engineering Department Chairs and the macLAB Board of Directors  
From: Michael Manarin, Chair, macLAB Board of Directors  
RE: 2016 macLAB Applications

Please find included in this package a copy of the macLAB Application Form. For convenience, a copy of the application package is also available on the MES website at <http://macengsociety.ca/services/macclab/>.

I would ask that you review the By-Laws (<http://macengsociety.ca/media/documents/macLAB%20By-laws.pdf>), which will aid in the development of your project applications. Please feel free to submit proposals for more than one project. Each project must be submitted separately, and ranked in order of preference within each Department. Applications for funding must be submitted to the macLAB Board of Directors by **January 15<sup>th</sup>, 2016 by 12pm**, to [macclab@macengsociety.ca](mailto:macclab@macengsociety.ca).

### Application Form

The application form is divided into 9 sections. Each section must be completed for the application to be accepted. If there is additional information you wish to provide, including price quotes, please attach it to the form. Following is a brief explanation of each section.

1. This section includes the name of the projects, and contact information about the department. If your department wishes to submit applications for funding more than one project, each project must have a separate application form, ranked by priority within each department. Please also note if the project applied for is a departmental project or a special project as noted in the By-Laws.
2. A brief summary of proposal should include information about the project's application to the course material, and relevance to industry. Please also include the total amount of money **requested from macLAB**.
3. Please have signatures from the Faculty Department Chair and the Department Representative.
4. This section requests an itemized list of all major components of project and how these components will be used.
5. Please include a detailed list of components and facilities included in the project. In the case where the funding applied for will be used to fund a small portion of a major project, please include information about the major project here.
6. Please outline any discounts, external funding, or other contributions the department has received or expects to receive with regards to this project.
7. Please outline the impact this project will have on the students in the department, the department in general and the university as a whole. This would include the value to students academically as well as career wise. Be sure to include any inter-departmental or inter-faculty impact as well.
8. This section should outline in detail the project. How will students use the project? Can other departments

or faculties use the project? Will upgrades be needed in the foreseeable future?

9. Please ensure that this section is complete. For the application to be considered, it must have signatures from the Department Chair, the MES Department Club President, the Departmental Lab Coordinator or equivalent, and two full-time undergraduate students (with student numbers).

Please include two price quotes for material that will be purchased. **It is also advisable that the McMaster Engineering Society Department Representative be well informed of the details of any projects being submitted.** This way, questions about the project can be answered while the projects are being evaluated.

## **Funding Criteria**

As in previous years, applications for funding will be evaluated using the following criteria. Each section will be given a value between 1 (low) and the value indicated in brackets (high). These scores will then be totaled to give a numerical basis for comparing projects.

1. Previous years funding (5). This category will be evaluated based on the amount of money your department has already received from macLAB. A low score will be given to departments that have received a large amount of funding. Care will be taken to ensure that funding for interdepartmental projects, or projects funding labs that are used by multiple departments will be evaluated as such.
2. Number of projects previously funded (5). Evaluation of previously funded projects in terms of the number of projects, rather than the money spent will also be considered on an inverse scale. The same care will be taken for interdepartmental projects and multiple use labs as was taken for the first item.
3. Value to Students (15). The impact that the project has on students, both academically and in terms of career applicability. Projects that are deemed to have high academic value and will be beneficial to the career objectives of student will be rated highly.
4. Expected Life (5). The expected lifetime of the project in years. Projects that are expected to last longer will be rated more favorably than project with a short lifespan.
5. Frequency of use (10). Projects that will be used frequently by undergraduate students will re rated higher than projects that are used infrequently.
6. Number of students impacted (5). Projects that are used by many students will be rated more favorably than projects that will only affect a small number of students.
7. Contribution of the department (10). Departments that are willing to contribute to the success of the project will be rated highly. Contributions, however, are not limited to only financial. Departments who actively seek discounts or deals, or are willing to fund other components of a large project and seek funding for something small are considered to be contributing to the success of the project.
8. Interdepartmental usage (5). Due to the limited funds available for distribution, projects that will span multiple departments will be rated highly. These include projects for labs, which, though run by one department, will be used by students from other departments as well.

This gives a total of 60 points upon which all projects will be evaluated. Please use these criteria to assist you in developing your application. Ensuring that the application adequately describes each decision criteria will allow the Board of Directors to make the most informed decision possible.

Completed application forms will be kept confidential and seen only by the macLAB Board of Directors. Completed forms are to be returned to the macLAB Board of Directors by email at [maclab@macengsociety.ca](mailto:maclab@macengsociety.ca) by **January 15<sup>th</sup>, 2016 at 12 pm**. Departments will be notified by the end of February, 2016 of projects that receive funding.

If you have any questions with regards to the application process or the fund in general, please do not hesitate to contact your respective MES Department Representative or myself ([maclab@macengsociety.ca](mailto:maclab@macengsociety.ca)).

Sincerely,

Michael Manarin  
Civil Engineering & Management  
Chair, macLAB Board of Directors, 2015-2016