

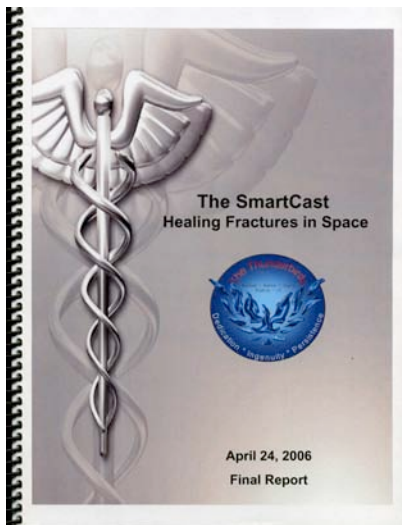


FINAL TECHNICAL REPORT – GUIDELINES

FALL 2009

To finalize participation & receive funds for Level III completion, preparation & submission of a Final Technical Report, cataloging the team's progress in obtaining the design objective, is required.

FINAL TECHNICAL REPORT GUIDELINES	
GENERAL FORMAT / COPIES REQUIRED	SECTIONS REQUIRED
<ul style="list-style-type: none"> ▪ Follows proposal writing guidelines <ul style="list-style-type: none"> - <input type="checkbox"/> Typed, doubled spaced - <input type="checkbox"/> Bound hardcopy + electronic copy - <input type="checkbox"/> Avoid writing in first-person - <input type="checkbox"/> Grammar/punctuation/spelling checked ▪ Incorporates feedback received at midterm where appropriate and possible ▪ Copies provided to: <ul style="list-style-type: none"> - <input type="checkbox"/> TSGC [1 bound; 1 emailed] - <input type="checkbox"/> Mentor [1 bound; 1 emailed] - <input type="checkbox"/> Faculty Advisor [copies as required] 	<ul style="list-style-type: none"> ▪ Includes the following report sections: <ul style="list-style-type: none"> - <input type="checkbox"/> Cover Stock back and front - <input type="checkbox"/> Bound edges [spiral, tape, etc] - <input type="checkbox"/> Cover Page - <input type="checkbox"/> Acknowledgements [optional] - <input type="checkbox"/> Table of Contents - <input type="checkbox"/> List of Figures - <input type="checkbox"/> Abstract or Introduction - <input type="checkbox"/> Mentor/Research Group ID - <input type="checkbox"/> Collaborative Efforts - <input type="checkbox"/> Team ID / Mbr Profile / Future Plans - <input type="checkbox"/> Team Patch Design / Description - <input type="checkbox"/> Topic Background Information - <input type="checkbox"/> Design Objective - <input type="checkbox"/> Specs, Requirements & Constraints - <input type="checkbox"/> Design Plan /Methodology - <input type="checkbox"/> Final Design Concept - <input type="checkbox"/> Safety & Risk Analysis - <input type="checkbox"/> Drawings and Schematics - <input type="checkbox"/> Project Timeline - <input type="checkbox"/> Key Accomplishments - <input type="checkbox"/> Project Plan/Non-Space Appl /Future - <input type="checkbox"/> Conclusion - <input type="checkbox"/> Reference / Bibliography - <input type="checkbox"/> Appendices <ul style="list-style-type: none"> <input type="checkbox"/> Trip Report <input type="checkbox"/> Budget Report <input type="checkbox"/> Team Patch Design/Description <input type="checkbox"/> Project Photos <input type="checkbox"/> Press Clips/URLs <input type="checkbox"/> Other <input type="checkbox"/> Option Area Reports I, II, III



NOTES:

- **Tone.** The final report discusses what the team has accomplished.
- **Concept:** Touch upon concept variants; focus paper to the final design concept.
- **Reports:** Reports included as Appendices should reflect actual time and money spent. Option Area reports will reflect how the team met the objective and will include details.
- **Accomplishments/Future Plans:** Discuss member plans for grad school etc; key project or personal accomplishments; project future [patent, non-space applications, business plan etc].
- **Other:** Photos of the "team at work;" Press Coverage.
- **Copies.** TSGC & Mentor: each 1 bound hard copy + 1 electronic. Faculty Advisor: as required. Hand-deliver at **SHOWCASE** or submitted via snail mail by the final deadline date. If additional testing warrants changes after submission, an addendum may be submitted via email.