



**LEVEL I - CHECKLIST [ALL TEAMS]**

**FALL 2009**

INST	TEAM NAME
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This *Level I Checklist* is to be completed, attached, and submitted as a cover sheet to the project proposal.

**LEVEL I REQUIREMENT CHECKLIST - DEADLINE MIDNIGHT SEPTEMBER 21<sup>ST</sup>**

**Format Check:**

- Typed - Spacing: 1.5x or 2x - Font Arial, Helvetica or Verdana - Font Size 10 or 12
- Avoided writing in first-person
- Spell-Checked / Page Layout Checked
- Grammar / Punctuation checked

**Semester I Proposal Requirements:**

- Cover Page
- Table of Contents
- List of Figures
  
- Abstract or Introduction
- Identification of Mentor & Research Group
- Strategies for Collaboration
- Team Profile / Member ID / Faculty ID
- Overview of Type & Scale of Research Conducted
- Background Information - Topic Centered
- Design Objective
- Design Specifications
- Design Plan /Methodology
- Key Accomplishments to Date
- Projected/Draft Timeline / Budget Plan
- Conclusion
- List of Six References / Resources

**Semester II SOW Requirements/Options:**

Requirements:

- Cover Page
- Table of Contents
- List of Figures
  
- Re-Introduction of Project
- ReCap of Semester I [Results]
- Key Accomplishments to Date
- Design Goal or Objective for Semester II
- Design Plan for Semester II.
- Idea for Project's Future
- Updated Project Timeline
- Updated Budget Plan
  
- Conclusion
- Extensive List of References / Resources

May also include:

- Updates Collaboration Efforts
- Updates to Team Membership
- Updates to Design Objective
- Updates to Plan / Methodology
- Updates to Graphics

**Appendices attached include:**

- Option Area Reports: I II III
- Team Travel & Expense Report w/ Photos for this period
- Budget Report [Team Spending] for this period
- High Resolution Digital Photo of team in .jpg format / labeled left-to-right with team members' names
- High Resolution Head Shots of individual team members
- Other \_\_\_\_\_

**Copy provided via email to:** TSGC  Advisor Mentor

**Notes:**