



LEVEL I - CHECKLIST (ALL TEAMS)

INST	TEAM NAME
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This *Level I Checklist* is to be completed, and attached to the email submission of the Level I Proposal.

LEVEL I REQUIREMENT CHECKLIST - DUE BY MIDNIGHT ON THE SPECIFIED DEADLINE

Format Check:

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

- 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 semester updates re:
 - Collaboration Efforts
 - Team Membership
 - Design Objective
 - Plan / Methodology
 - Graphics / Team Photos / Patch Design

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
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- Other _____

Copy provided via email to: TSGC Advisor Mentor