

Project No: _____

**Department of Aerospace and Mechanical Engineering
Request for Engineering Technical Support Services**

Individual Submitting the Project: _____ Date Submitted: _____

Faculty Member Responsible for the Project: _____

Project Title (brief description): _____
(Attach copies to this form of any materials required, drawings, or special instructions.)

Type of Project: Instructional:
Course Number: _____

Research:
Grant or Contract Number: _____

Facility Development:
Location: _____

Estimate of man hours for completion:

Machine shop: _____

Electronics shop: _____

Special Professional Faculty: _____

Desired/required completion date: _____

Project Submission Process:

1. The individual submitting the project should discuss the project with the appropriate AME technical support personnel to establish projections for time and cost required. The staff should initial the estimates indicated above.
2. The individual submitting the project should complete all the information on the top of this form and transmit the form, with attachments, to the Department Chair or staff supervisor for approval.
3. The Chair or staff supervisor will assign a project number, a priority and direct the task to the appropriate technical personnel.
4. The individual submitting the project should then communicate on a regular basis directly with the technical personnel until the project has been completed.
5. The scope of the task cannot be changed without submitting a revised request for approval.

Approvals:

AME Department Chair: _____

Project Assigned to: _____

Project Completion:

Date: _____ Machine shop total hours: _____

Date: _____ Electronics shop total hours: _____

Date: _____ Special Professional Faculty total hours: _____