

BE-300/BE-301 Feasibility Study/Grant Proposal/Junior Report Guidelines  
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## General Aspects

The two major questions you should attempt to answer in this document are what is it your team intends to develop and why is such a device worth developing. The primary audience for the report is me, in the role of your boss at a hypothetical company or the grants officer at a foundation. Your report will also be seen by other BE faculty members. You can assume we have a general knowledge of biomedical engineering topics, but not particular knowledge of your project.

This outline was based on NCIIA guidelines (this should be easily adapted to your other granting agencies).

1. Cover page with Project Title and Team Members (include positions)
2. An abstract (250 words or less) with up to three primary objectives (in bullet format) for the project. *Go* or *No Go* recommendation. If you recommend the project not be continued, use the remainder of the document to make the case for you position (modifying the content listed below as appropriate).
3. Table of Contents
4. Table of Figures
5. Introduction: What problem(s) or needs are you addressing?
  - a. Include some general background information, market analysis and list any major ethical issues – who will buy this product and why?
6. History and Context
  - a. Full market and competitive research and options (put House of Quality in appendix).
  - b. List of specifications or requirements (in appendix in too long).
  - c. Existing technology (including relevant patents and possible technical approaches to solving the problem (include multiple options for key project aspects).
  - d. Your device concept expressed in one or more block or context diagrams.
  - e. Preliminary CAD drawings of your prototype or prototypes.
  - f. Relevant ethical issues and any codes or standards that apply to your project.
7. Team: Who is on your team? What role will each team member play? What are their special qualifications? Who are your outside advisors? Will you need/want any non-BEs on the team?
8. Work plan and Outcomes: What educational and commercial outcomes do you hope to achieve? What processes will you follow? What is the timeline for completion of the project (major milestones).
9. Source Citations (References)
10. Appendix
  - a. Full House of Quality
  - b. Project Plan (from Microsoft Project or other software)
  - c. Realistic budget (this is what you actually plan to spend) – if you plan to seek external funding, note it here.
  - d. Other Information (data sheets, technical resources, etc)

Total proposal (sections 5 – 9) can be no longer than 15 pages (note: if you are applying to NCIIA this limit is NOT 15 pages). Use Times New Roman, 12 pt font with 1 inch margins. Reports must be bound in red cover (see Emily in EECS office). Fee is about \$2.00.