



## Stevens Institute of Technology

<http://www.sercuarc.org/>

### CAPSTONE PROJECTS “AWARD NOTIFICATION”

Congratulations, your proposal has been selected by the CAPSTONE Project Review Committee for funding.

#### I. Specifics of the award:

- a. Recipient University:
- b. Research Topic:
- c. Project Team Name:
- d. Project Title:
- e. Project Period:
- f. Type of Award:
- g. Project Funding Amount:

#### II. Technical/Milestone requirements of the award:

- a. Kick-off meeting. This will generally be the first deliverable under the contract. All team members and the Faculty Advisor, and the government clients will be required to participate. (some participants may be by Videocon or telecon). Students will present their complete project plan
- b. Interim progress reports. These will be at least one per semester. Format for these reports is attached to this Notification.
- c. Final presentation to the sponsor, including final report with all drawings, technical, and other related data.

#### III. Financial requirements/specifications of the award:

- a. The Capstone team activity will be funded by milestone payments.
- b. Universities may submit invoices to SERC after successful completion and acceptance of each milestone listed in Section II.
- c. All expenses must observe the Cost Principles in Uniform Guidance, as regards allowability and reasonableness.
- d. A categorial summary of expenses must be submitted with the final invoice.
- e. Residual balances may be retained by the awardee university but should be designated for future Capstone projects or to support the Capstone activity at the recipient university. ( Some awarded Research Topics may become “rolling”, multi-year research projects).
- f. SERC retains the right to audit its award funds.

#### IV. Additional Requirements of the award:

- a. Return a signed copy of the attached form entitled, “CAPSTONE PROJECTS – Release of Information and Intellectual Property.”
- b. Return a signed copy of the “Award Notification” form.
- c. Return a signed copy of the Fixed-price subaward document.

For:

For: The Trustees of Stevens Institute of  
Technology