



Intelligent Transportation Society of Connecticut Proposal for Administration of Student Grant Program

Introduction

The purpose of this document is to propose a procedure for publicizing the existence of, soliciting proposals for, and evaluating submissions to the Student Grant Program of ITS-CT. This procedure is designed to work with the academic schedule and mode of operation of College coursework, to provide grants to quality projects of interest to ITS-CT, and avoid conflict of interest for Board members associated with a college or university. The following sections detail the objectives of the Student Grant Program, constraints associated with college operations that must be considered, proposed structure and eligibility for the grant, and the proposed procedures for administering it.

Objectives of the Program

The objectives of the ITS-CT Student Grant Program are to:

- Promote interest in Intelligent Transportation Systems on the part of college and university students in Connecticut;
- Increase the visibility of the Chapter at colleges and universities in Connecticut;
- Solve problems or complete ITS projects of interest to the Connecticut transportation community that are not practical to be completed by conventional means (e.g., contracted through a consultant or by a public agency); and to
- Ensure quality product through competitive evaluation of projects completed.

Relevant Constraints

Following are the constraints that must be considered for fitting administration of the award program into the university operating environment:

- Full-time engineering graduate students are generally paid stipends of over \$8,000 per semester (currently \$909.82 per bi-weekly pay period at UConn), including tuition waiver and health insurance benefits, and are not permitted to accept remuneration for outside work when hired on an assistantship.

- No students (undergraduate or graduate) are permitted to receive course credit for work for which they received monetary compensation. They can, however, receive competitive grants for outstanding scholarship awarded on the basis of work completed for a course, courses or thesis.
- Undergraduate engineering students would be permitted to receive monetary compensation for work they do outside of regular school work, however, they would require heavy supervision by either a faculty member or a professional outside the university, who may expect compensation for such time as well. For example, undergraduate students in most cases would not have the background needed to complete projects in traffic engineering operations.
- Courses generally run on a semester basis, beginning in late August/early September and in mid to late January. There is no easy way to plan ahead for a project until the course actually begins.

Proposed Structure and Eligibility for Grant

Following is the proposed structure and eligibility for the grant:

- The ITS Connecticut Chapter Board will appoint a Student Grant Committee Chair, headed by an Officer of the Board, who will establish the Committee with at least 3 members of the Board and/or members of the Chapter, as approved by the Board. The Grant Committee will oversee the administration, application review and awarding of the grants to the students. The Grant Committee Chair will advise the Board of the actions and decisions of the Grant Committee prior to the decisions.
- The award will consist of a grant of \$1,500 awarded competitively as often as each semester (at the discretion of the Board) to a student (up to \$3,000 for a group of students) who completes a project to the satisfaction of the Student Grant Committee appointed by the ITS-CT Board of Directors. The Board may increase the grant amount to a maximum of \$2000 per student and \$4,000 per group if the application for the project warrants the increase as determined by the Grant Committee.
- Any student or group of students enrolled in a credit-bearing course at an ITS-CT Chapter member college or university in Connecticut is eligible to submit a project to be considered for the grant.
- Students must have completed a minimum of two semesters at a college or university in Connecticut
- The Grant Committee will not provide a grant if they consider none of the submitted projects submitted to meet the objectives of the grant. At the discretion of the ITS-CT Board and as Chapter funds permit, more than one grant may be awarded if the Grant Committee deems it appropriate. Consequently, the Board is not required to provide a grant every year.

Proposed Timeline and Procedures

Following is the proposed timeline and procedures for implementing the award each semester:

Approximate Dates (Fall)	Approximate Dates (Spring)	Action
August 1	December 15	ITS-CT formally announces the grant competition to a designated representative at each college and university in Connecticut. This announcement may include a list of potential projects/topics for students to choose, and a Board contact who will chair the Grant Committee, whom interested students might contact for more information for each project.
Late August / early September	Mid to late January	Designated college/university representatives announce the competition in every course where the announced ITS projects would be appropriate.
Early to late September	Late January to mid-February	Students choose to carry out projects from the announced list and present to the Committee their intention to carry out the project(s) and compete for the grant. If the student's proposed project is not on the announced list, the students must provide a basis for considering the project to the Committee for consideration as part of their application.
October to November	March to April	Students carry out project under supervision of course instructor or thesis advisor and with guidance from the Committee.
Early to mid-December	Late April to early May	Each student or group of students competing for the grant completes his/her or their project and makes an oral presentation to the Grant Committee. The presentation may be made on campus as part of the course or thesis requirements, or made to the Committee in a special meeting at an off-campus site.
January	Late May	The Committee reviews the physical report and project output from each student or group, and recommends to the Board for approval a recipient (or recipients) for the grant. The decision for the grant will be based upon the Committee review and decision process, using criteria to be determined.