PROPOSAL INSTRUCTIONS

History and Purpose: The Don B. Daily Memorial Fund was established in 2011 by the Steel Manufacturers Association (SMA) and the AIST Foundation to commemorate the life and industry service of Mr. Daily, a compassionate man who truly cared about the safety of all employees working in the steel industry. His enduring mark on the mini-mill steel industry of North America has been the establishment of numerous safety and health initiatives that have significantly improved the work place.

Call for Proposals: The Don B. Daily Memorial Fund challenges North American university teams (students and professors) to submit proposals for grant funding in the theme area of safety and health awareness within the steel manufacturing industry. The proposal should indicate how each team of professor(s) and undergraduate students will approach the challenge including budget and schedule requirements. The maximum allowable time for the project is one academic year beginning in the fall of 2012. Universities may submit more than one proposal; however, each must be an entirely separate submission and will be evaluated independently. The number of grants awarded depends on fund availability; the maximum grant per award for the current academic year will be US$5,000.

Topics: The proposals must be related to safety and health awareness within the steel manufacturing industry. Potential topics include safety management, project safety, railroads, mobile equipment, machinery, electrical apparatus, falls, confined space, industrial hygiene, personal protective equipment, communications, technology, etc. The proposal may include research, internships, field investigations, etc. At the completion of the project, a report shall be submitted to the AIST Foundation defining the effective outcome of the team effort. A student team will be encouraged to present the project upon completion at a convenient AIST or SMA event. Travel expense reimbursement is available upon request.

Proposal Content: Please follow the instructions carefully for submitting proposals. The information is also available on the AIST Foundation home page at www.aistfoundation.org. Proposals should be no more than 10 pages in length and contain the following sections:

- Proposal Summary - including project name, date of submission, contact person and information, requested grant amount and schedule duration
- Executive Summary - statement which clearly defines proposed challenge/solution and how it will enhance safety and health awareness for the steel manufacturing industry.
- Detailed description of the work and project deliverables such as potential models.
- Description of the team that will work on the project. Please include the names of the professor(s) and identify the names and/or number of students who will be on the team and their respective majors.
- Project schedule including a list of anticipated tasks and milestones.
- Estimated distribution of total project cost. A portion of the grant may be used as a stipend to the Professor(s) or student(s) as long as such declaration is defined.

Evaluation Criteria: It is the responsibility of the submitter to assure that sufficient information is contained in the proposal for reviewers to evaluate the proposal according to the following criteria:

- Technical Approach/Relation to the Theme (25%) – The proposal topic, quality of the technical approach and fit to the theme of safety and health awareness for the steel manufacturing industry, the deliverables and overall quality of communication (clarity and completeness) in the proposal.
- Probability of Success/Benefit (25%) – The methodology used to approach the topic, including its widespread applicability to the steel industry and the thoroughness of the evaluation made by the submitting team.
- Qualifications (25%) – The expertise and capabilities of the team to bring the project to a meaningful on-time completion. Other factors considered under this criterion are program accreditation, project schedule including milestones, decision points and overall cost.
- Industry Awareness (25%) - The potential of the plan to increase the number of students studying health and safety awareness in industry with a strong emphasis on steel manufacturing.

YOUR COMPLETED PROPOSAL MUST BE SUBMITTED ELECTRONICALLY IN PDF FORM TO:
lwharrey@aist.org by 30 June 2012

AWARDEE/S WILL BE ANNOUNCED AUGUST 2012 FOR THE 2012-2013 ACADEMIC YEAR.

Whenever possible, specifically allocable costs of a proposal should be requested and justified in the proposal as direct costs. In an effort to ensure our support of the indirect costs associated with programs/projects the AIST Foundation funds, and to be consistent in that support, it is the policy of the AIST Foundation to limit university or agency administrative fee allowances to 15% of any of its grant awards. The AIST Foundation reserves the right to assess grants on a case by case basis to determine the application of this policy.

Questions about the grant program and/or proposal process should be directed to Lori Wharrey at lwharrey@aist.org or +1.724.814.3044

Don B. Daily MEMORIAL FUND

To Promote Steel Industry Safety and Health

APPLICATION: 2012-2013

(use additional sheets as needed)

1. Name of Proposing University:

2. Descriptive Project Title:

3. Team:
   Description of the Team that will work on the project. Please include the names of the professor(s), the university department, and identify the names and/or number of students who will be on the team and their respective majors.

   Team Leader: E-mail:

   Address: Phone:

   Team Members:

   Name: Title: Major:

   Name: Title: Major:

   Name: Title: Major:

4. Proposal Summary:
   Include project name, date of submission, contact person and information, requested grant amount and schedule duration.

5. Executive Summary:
   A statement which clearly defines proposed challenge/solution and how it will enhance safety and health awareness for the steel manufacturing industry.

6. Project Details:
   Detailed description of the work and project deliverables such as potential models.

7. Project Schedule:
   Include a list of anticipated tasks and milestones.

8. Project Cost:
   Estimated distribution of total project cost. A portion of the grant may be used as a stipend to the Professor(s) or student(s) as long as such declaration is defined.

_____

Signature of Professor and Date

It is the responsibility of the submitters to assure that sufficient information is contained in the proposal for reviewers to evaluate the proposal according to the evaluation criteria.

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