**Project Request Form**

[Customer Input] Company Project Title Here

**POINTS OF CONTACTS:** [Customer Input] Name, Email, Name, Email

**DATE:** [Customer Input]

# 1.0 Project Description

[Customer Input] Please provide a short description of the work to be completed, including clearly defined goals, deliverables, and potential impact. Include why this project is important to your company.

# 2.0 Technical Complexity

[Customer Input] Please indicate any special skills or desirable course backgrounds that students should have in order to contribute to the team. Please indicate if there are any restrictions on student citizenship

There are three categories of restrictions:

* US Citizen only
* US Citizen or Permanent Resident (also called US Persons)
* All students, no restrictions

# 3.0 Resources

[Customer Input] Please indicate any special equipment or software required.

# 4.0 Mentorship

[Customer Input] Please indicate your availability to act as a Subject Matter Expert and guide the team if needed.

# 5.0 Terms and Conditions

## 5.1 Work Location

Projects will be performed in Virginia Tech Labs, Blacksburg, VA, unless other arrangements have been negotiated. The student team is encouraged to visit the customer provided their travel authorization is pre-approved by the class instructor.

## 5.2 Best Effort Basis

This work scope is to be performed on a best effort basis.

## 5.3 Handling of Restricted Data

Students, faculty, and administration are prohibited from signing any Intellectual Property agreements or Non-Disclosure agreements. These are University policies and there are no exceptions. No project work may include elements that are deemed For Official Use Only, Proprietary, Sensitive, or Classified. Posters will be publicly displayed, and Project Notebooks will be publicly available. The Sponsor has the right to specify that their project team be comprised of US citizens; however, this does not imply allowance of Import/Export restricted information flow. Students nor faculty nor administration can receive ITAR restricted information or data. Should a company require approval of the Poster or other materials before public display, it is the responsibility of the Sponsor to ensure that such approval is secured in a proper and timely fashion and according to the requirements of the Sponsor's firm. Sponsoring companies must assume widespread discrimination of provided technical and project information. This includes other students, faculty, administration and even competitors in the marketplace as this is a totally open project. In any event, VT shall be held harmless for the public display of project materials.