



Guide to Online Proposal Submission

Updated: Winter 2020

1. Go to WEEF website – Important Dates: <https://uwaterloo.ca/engineering-endowment-foundation/important-dates>
 - Consult the ‘Important Dates’ tab and ensure that you are submitting a proposal before the deadline for the respective term.
2. Go to WEEF website – Funding Guidelines: <https://uwaterloo.ca/engineering-endowment-foundation/important-dates>
 - Consult the ‘Funding Guidelines’ tab to ensure that your proposal contains items that WEEF will fund.
3. Go to WEEF website – Proposals: <https://uwaterloo.ca/engineering-endowment-foundation/proposals>
 - Consult the ‘Proposals’ tab to get more information for your proposal.
4. Go to Proposal Submission form: <https://uwaterloo.ca/engineering-endowment-foundation/proposals/proposal-submission>
 - Make sure you are logged in to view this form.
5. Fill out the information about yourself, your department/team, and the proposal
6. Item description and Item options:
 - Item Description – Name the item or one of the items you wish to gain funding for.
 - Item Options – Enter four different price options for this item. Could be based off other sources of funding, cheaper options, or can be zero if you wish to exclude them in other options.
7. Repeat step 6 for all items you wish to receive funding for.
8. Click ‘Submit’
9. You will be shown a link for a spreadsheet, in this you must book your time slot for this proposal presentation
 - Mark your name and team/dept. under the March 2, 2020 table if and only if this is an Academic proposal.
 - Mark your name and team/dept. under the March 3, 2020 table if this is a student or miscellaneous proposal.
10. Any questions can be directed to the WEEF director via email at weef@uwaterloo.ca or visit the WEEF office in E5-2106