**COLLABORATION PROJECT PROPOSAL**

This Collaboration Project Proposal (“Proposal”) is a non-binding document that outlines the parties’ mutual understandings and expectations for collaboration on the project described below (the “Project”).

***Course Name:*** *(Insert Course Name and course number)*

***Faculty:*** *(List Lead faculty, co-instructors, and Teaching Assistants and/or Research Assistants)*

***Semester:*** *(insert length of partnership, ex. 2023 Spring Semester; August – December 2023)*

***Partner: (****List Lead Partner(s), including name and organization)*

OVERVIEW

Provide foundational information that describes the essential elements of the collaboration, project, and objectives. These are the core elements of the project that each party understands and has helped craft.

**PROPOSED DESCRIPTION:**

* Provide an overall description of the project (300 words or less)

**PROJECT GOAL:**

(Describe in 5-6 sentences the intended goal for the project. The goal should be a clearly defined and achievable within the allotted timeframe of the project. Multiple goals may be listed to include perspectives from students, faculty, and collaborators.

**PROPOSED OBJECTIVES:**

List the top three objectives that you as the faculty lead will take to achieve the intended goal(s) noted above?

**EXPECTED DELIVERABLE & PUBLIC PRESENTATIONS:**

List and describe the anticipated project deliverables. Deliverables shall include all documents that are produced and distributed to the Partner. Denote all public presentation(s) of deliverables.

* Example: Course Final Report; comprehensive document that includes, course summary description, student work consisting of conceptual images and renderings, and research conducted by students.

PARTNERSHIP MANAGEMENT

This section outlines the proposed duration of the collaboration inclusive of major milestones and convening’s, as well as the listing of all supportive funding provided to the project.

**Proposed Timeline:**

List the overall timeline, planned meetings (as either dates or times, if available) or number of intended meetings. Include the dates of all deliverables and public presentations.

**FUNDING:**

List all funding sources and amounts supporting the project. Include funding source, amount, and recipient

* List here

RESPONSIBILITES

This section details the responsibilities that each partner agrees to contribute to the project. The responsibilities should include administrative duties, communications, and appearances in class or in the community. Including dates or timelines for each responsibility is highly encouraged.

**RESPONSIBILITIES – WUSTL FACULTY MEMBER (Name here):**

* Faculty will mentor [course] students and supervise their work throughout the semester.
* Provide regular communication with [collaborator name] and [collaborator name] on class meetings, class reviews, and progress.
* Compile the work produced into [deliverable format]
* Provide final [deliverable] for community partners

**RESPONSIBILITIES – COLLABORATOR (Name here):**

* Share any project and drawing information with WUSTL
* Coordinate and provide access for site and class visits
* Attend site visit and (3) classes to provide perspective and expertise

**RESPONSIBILITIES – COLLABORATOR (Collaborator Name):**

* Share any project and drawing information with WUSTL
* Coordinate and provide access for site and class visits
* Attend site visit and (3) classes to provide perspective and expertise

**RESPONSIBILITIES – OTHER (Matthew Bernstine and Emily Coffman):**

* OSEP will provide WUSTL and Community Collaborator Support as needed

CONTACT INFORMATION

Faculty Collaborator

**Faculty Name**

Title

Sam Fox School of Design & Visual Arts

Washington University

Email

Collaborator/Support

**Matthew Bernstine**

**Emily Coffman**

Office for Socially Engaged Practice

Sam Fox School of Design & Visual Arts

[mbernstine@wustl.edu](mailto:mbernstine@wustl.edu)

ecoffman@wustl.edu

Community Collaborator

**Name**

Title

Organization

Email

Community Collaborator

**Name**

Title

Organization

Email

TERMS AND CONDITIONS

**COPYRIGHT AND INTELLECTUAL PROPERTY**

*Any work product and/or deliverables developed and/or prepared by Washington University, its students and/or faculty for the Project shall not be deemed a work for hire as that term is defined under U.S. Copyright Law. Any such work product or other deliverable shall be and remain the sole and exclusive property of the University, its students and/or faculty, as applicable, and Washington University, its students and/or faculty shall retain all intellectual property rights pertaining thereto unless otherwise agreed upon and memorialized in a separate writing.*

**MEDIA, PHOTOGRAPHY, VIDEO & IMAGE**

*Washington University will document the process and outcomes of this collaboration. Images of [collaborator’s] space, employees, and guests may be captured and utilized for University purposes. [Collaborators] are responsible for ensuring consent of individuals, including guardians of any minors, who may be captured in this documentation have consented. Whenever possible, we will share images with you for use with proper credit. To coordinate media or communication related to this project with Washington University, please contact the Sam Fox Communications office (Emily Hellmuth,* [*emilyhellmuth@wustl.edu*](mailto:emilyhellmuth@wustl.edu)*)*

**LIMITATION ON PROFESSIONAL ADVICE**

*The students participating in the Project are not design professionals nor are they licensed architects, landscape architects or engineers. Students will not stamp or seal architectural or engineering drawings or specifications. To the extent that the Project objectives require the production of such documents, collaborator shall be solely responsible for procuring such documents and related professional services.*

**DISCLAIMER OF WARRANTY**

*Collaborator acknowledges that work undertaken in accordance with this Proposal will be performed by students at Washington University in St. Louis. Work will be prepared under the direction and supervision of both the faculty lead and the collaborator. Collaborators accept that the Project may not be as comprehensive as would be expected from a similar project prepared by a professional.* *Notwithstanding anything herein to the contrary, everything provided by Washington University including, without limitation, all technical material, advice, information, reports, data, and results, is provided "as is" and without any warranty of any kind, expressed or implied. Additionally, Washington University makes no warranties regarding the quality, accuracy, commercial viability or any other aspect of its performance, or the performance of the students or faculty, pursuant to this agreement or regarding the quality, accuracy, or commercial viability of anything provided by Washington University, its students or faculty under this Proposal.*

**Collaborator**  **Collaborator**

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Signature Signature

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Name/Title/Organization Name/Title/Organization

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Date Date

**WUSTL Faculty Collaborator** **WUSTL Office for Socially Engaged Practice**

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Signature Signature

Faculty Name Matthew Bernstine

Position Title Associate Director

Sam Fox School, WUSTL Office for Socially Engaged Practice, WUSTL

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Date Date

***Attachment A:***

*Approximate Site of [Project/Initiative]*