

# VIP Project start-up process\*

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College of Engineering Architecture (CEA)

Administrator assigned to VIP: Ms. Hayya Shah

-180 days

**Initial Discussion**

**Sponsorship Decision**  
Minimum: \$30,000/year

Payment Process

**Project Description (or Requirement) form will be provided**

-30 days

**Project Requirement Form sent to VIP Director**

**Notice of VIP project opportunity to Faculty\***

**Faculty advisor selection\***

**Kick-off meeting  
VIP Coordinator +  
Faculty Advisor +  
Sponsor advisor**

**Bi-Weekly Meeting**

(Sponsor advisor may join.)

1st week of a semester 0 day

\* Faculty advisor may be pre-selected by the sponsor.

VIP project may start in Fall or Spring semester.

VIP project runs only in the regular semesters.