

Introduction

School of Engineering ENGR 499 Capstone Project Proposal Form

Please use this form to submit your Capstone Project proposal for the 2025-2026 academic year. The deadline to submit a project is end-of-day August 5, 2025!

What are we looking for in capstone project proposals:

- **Real Problems** – problems that you (as the project sponsor) care about and want to see solved. The more you care about it, the more our students are likely to be motivated to try and solve.
- **Open-Ended** – to provide our students a meaningful engineering design experience, they must be able to exercise a significant amount of choice and creativity, within the constraints of your industry.
- **Non-Critical Path** – as a student project, the final outputs may fall short of a fully finished and working solution for your

problem. Ideal problems should be those you are open to explore new and creative options, even if not complete.

- **Non-Critical Confidentiality** – as a course, students must be able to report on their work to receive grades, as well as participate in the final capstone showcase and competition. If your project requires us to maintain confidentiality, it must offer sufficient accommodation to report on their work to their course instructors and participate in the public showcase at the end of the course.

If you wish to work on the form offline before submitting it, you can download a PDF version here: [2025 capstone project submission form](#)

What is your full name?

What is your email address?

Which describes you best, as the person submitting this capstone project proposal?

- ☐ I am an industry/community/government organization NOT affiliated with UBCO
- ☐ I am a UBCO faculty, staff
- ☐ I am a UBCO engineering student

Student Info

Will you be taking ENGR499 in 2025–2026?

- ☐ Yes
- ☐ No

What is your student number?

Who "owns" the project you are submitting?

- ☐ A UBCO student (myself)
- ☐ A UBCO student team / club
- ☐ A UBC faculty
- ☐ An partner external to UBCO I know

As a student-owned project, I understand that according to the UBC policy, any intellectual property resulting from this capstone project will be equally shared between all the capstone project's team members.

☐ I have read and understood the above statement

As a student club/team owned project, I understand that according to the UBC policy, any intellectual property resulting from this capstone project will be equally shared between all the capstone project's team members.

☐ I have read and understood the above statement

Partner Info

Company / organization name

What is your role within the company/organization?

What is your connection to the partner company/organization?

What is your connection to the partner company/organization?
(work, co-op, family, etc.)

Company mailing street address (or P.O. box)

City

Postal code

Are you authorize to propose this capstone project on behalf of the organization?

- ☐ Yes, I have/received that authority to propose this project
- ☐ I have not asked for it yet

If accepted, will you be the main contact in the organization on this proposed project?

- ☐ Yes
- ☐ No

The name of the contact person for this project

If your project is accepted, you will be expected to meet with the student team a minimum of 5 times throughout the course (typically every 4-5 weeks between October and March). Meetings are typically an hour long, and can take place either in person or online. Are you comfortable with this time commitment?

- ☐ Yes
- ☐ No, but I can commit to less time (please indicate how much)

In cases where we have more teams than projects, we may assign the same project to multiple teams of students. How many student teams would you be willing to consider supporting, to work on your project? (note: you would be expected to meet with each of the teams separately, so your time commitment will be higher)

- ☐ I can only afford time for one team
- ☐ I can support, if needed, up to two separate teams
- ☐ I can support, if needed, up to three separate teams

The contact person's email address for this project

Is anyone in UBC (a student, staff or faculty member) affiliated with the company/organization as owner, shareholder, or family member of an employee/owner/shareholder?

- ☐ No

☐ Yes (please elaborate)

Projects by external partners to UBC that are concerned about confidentiality and/or potential intellectual property arising from the capstone project will need to comply with the UBC confidentiality (Non-disclosure) and IP (intellectual property) agreements, which includes the following:

1. The UBC "[Capstone Project Confidentiality Agreement](#)" is industry standard and requires no revisions to protect the interests of the industry or community partner.
2. UBC requires capstone students to sign an "[IP Assignment](#)" agreement that assigns intellectual property, developed as part of the capstone course, to the industry or community partner. The agreement is crafted in a manner that shields the students from any future liability from the industry or community partner's use of the assigned intellectual property.

A complete description of the above policies and forms can be found at: <https://innovation.ubc.ca/resource-hub/capstone-projects>. Should you have any concerns regarding the UBC confidentiality and IP agreements, please contact the capstone course instructors.

- ☐ I do not have any confidentiality concerns and am not expecting IP being created from this project
- ☐ My project has confidentiality elements and I will need to sign the UBC confidentiality agreement
- ☐ My project may generate IP and I will need to sign the UBC IP Assignment agreement
- ☐ My project has both confidentiality elements and may generate IP. I will need to sign both the UBC confidentiality and the UBC IP Assignment agreements

Faculty info

The name of the faculty

The UBC campus affiliation?

- ☐ Okanagan
- ☐ Vancouver

Which academic unit at UBCO are you affiliated with?

- ☐ School of Engineering
- ☐ Other

Which academic unit at UBC Vancouver are you affiliated with?

As a faculty-owned project, I understand that according to the UBC policy, any intellectual property resulting from this capstone project will be equally shared between all the capstone project's team members and the faculty member.

- ☐ I have read and understood the above statement

Does this project involve an industry/community/government organization that is NOT affiliated with UBCO?

- ☐ No
- ☐ Yes

Student Club

What is the name of the student club / design team?

Are you authorize to propose this capstone project on behalf of the student club / design team?

- ☐ Yes, I have the authority to propose this project
- ☐ No / I don't know yet

Does the student club / design team have a faculty advisor?


- ☐ No
- ☐Yes (and their name is)

Project Specifics

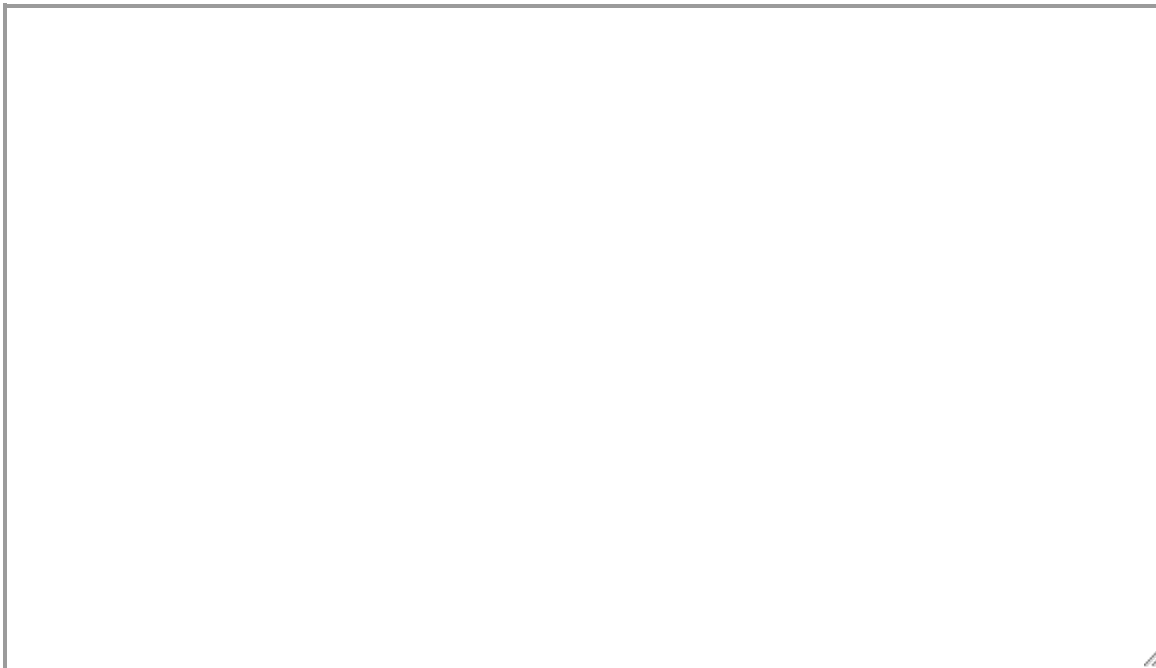
Title of project

What is the Problem that this project is meant to solve? (avoid describing a solution, only stick to describing the nature and

specifics of the problem you are seeing/experiencing)

A large, empty rectangular box with a thin black border, intended for the user to describe the specifics of the problem they are seeing or experiencing. A small cursor icon is visible in the bottom right corner of the box.

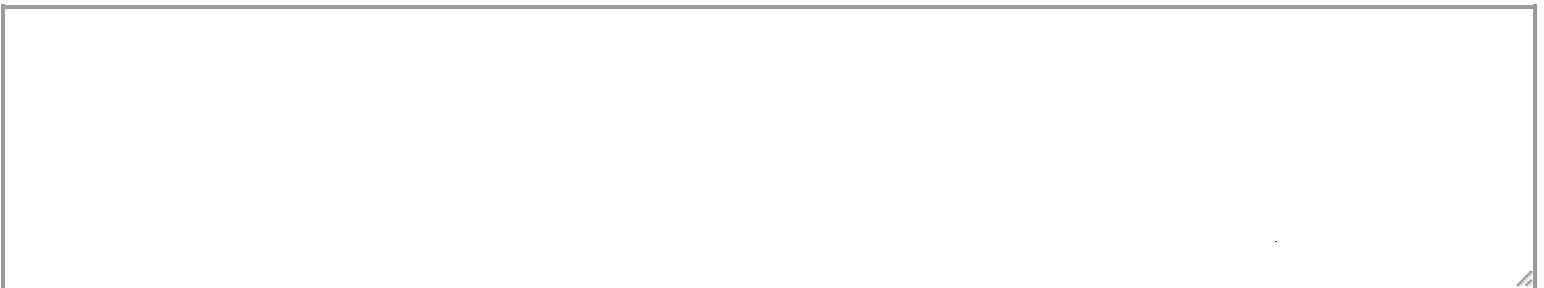
Please provide any additional relevant background information that is related to the problem you would like this project to solve.

A large, empty rectangular box with a thin black border, intended for the user to provide any additional relevant background information related to the problem they want the project to solve. A small cursor icon is visible in the bottom right corner of the box.

What are the Constraints for the problem you are trying to solve? This can include both internal (time, money, compatibility, space, location, etc.) and external (regulatory, legal etc.) constraints.

A large, empty rectangular box with a thin black border, intended for the user to write down constraints for the problem they are trying to solve.

What are potential Risks that are associated with the Problem this project is attempting to solve? (can be technical, ethical, environmental, personal safety, etc.)

A large, empty rectangular box with a thin black border, intended for the user to write down potential risks associated with the problem.

Project Needs

Can the project be completed with the students working remotely?

- ☐ Yes
- ☐ No

Select the School of Engineering labs that your project will require access to, if any.

Select all that apply.

- ☐ No lab space required
- ☐ Makerspace
- ☐ Machine Shop
- ☐ Wood Shop
- ☐ Structures Lab
- ☐ Environmental Lab
- ☐ Other (please elaborate)

If you have existing relationship with a student entering the upcoming Capstone course, and would like to have them

assigned to the project, you may include their name below (optional).

Please Note: This is the end of the form. Once form has been submitted, it is final. Please review carefully before pushing the "NEXT" button.

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