



American Institute of Aeronautics and Astronautics

February 8, 2002

Dear Christopher Beskar,

The Design Competition Subcommittee of the AIAA Student Activities Committee has selected the Management Technical Committee's topic, "Ultra Heavy-Lift Mobility Platform Conceptual Design," for the **2002-2003 AIAA Foundation Undergraduate Team Aircraft Design Competition**. As the TC of the chosen topic you must now furnish a completed RFP similar in form and style to the enclosed samples. Your TC need not rewrite the rules of the competition, just supply the information in the highlighted area.

Let me remind you that as well as providing the final copy of the proposal, you will also be responsible for the judging of all proposals that are submitted. You will have approximately eight weeks over the summer of 2003 to evaluate the proposals and determine a winner. The Student Activities Committee will provide you with guidelines and judging sheets.

When developing the RFP, please keep some of the following points in mind:

1. If references are listed, they should be easily accessible to most students. It is a good idea to supply AIAA Student Programs with copy of all the references.
2. If other structures or vehicles are necessary to the development of the design, the general specs on those structures/vehicles should be given or referenced in an accessible source.
3. Keep in mind that some of the students and faculty expect too much information to be supplied (i.e. they want to be spoon-fed). If a spec in the RFP is deliberately ambiguous, please inform AIAA Student Programs. That may relieve some unnecessary phone calls.

The Student Programs Department will contact you in the event they are unable to answer a question relating to the RFP. We want you to be aware of the potential phone calls.

I would appreciate receiving an electronic copy of the RFP, preferably in Microsoft Word. We would like to receive your proposal and any supporting documentation by **May 15, 2002**. The SAC Design Subcommittee will review the completed RFP. Your TC will be consulted if the subcommittee feels some changes are necessary (e.g. more specs should be called out or more details are needed to clarify a spec). Our target date for distribution to students and faculty is August 1, 2002

Please submit all materials to:

Stephen J. Brock
AIAA Student Programs Dept.
1801 Alexander Bell Drive
Reston, VA 22091-4344

On behalf of the Student Activities Committee, I would like to thank the Management TC for their interest and help with the AIAA Foundation Design Program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Brock', written over a white background.

Stephen J. Brock
Student Programs
Stephenb@aiaa.org
703-264-7536

Enclosures