

## Hydraulic Engineering – Project Proposal procedure

As of 20 March, 2025

This project procedure is designed to help staff determine at an early stage whether a project can move forward, guides them through the necessary steps, and ensures the department stays informed to effectively manage the project portfolio. It provides transparency in both content and financial aspects, enabling informed decision-making.

- For the project policy and budget guidelines, please see the HE Project Budget Guidelines 2025.
- A concise calculation tool is available for drafting an internal budget based on TUD tariffs.
- Use the standard template, the **Project Cover Sheet**, when submitting requests.
- For EU proposals, please contact the contract managers early due to the complexity of financing.

The anticipated steps are:

Weeks*	Step	who
<b>Preliminary approval for continuation</b>		
6 or more	Send <b>Project Cover Sheet (Part A)</b> and filled-in calculation tool to the <b>section leader</b> for approval and the <b>department secretary</b> for information. If lab work is involved, the <b>lab head</b> must be included in completing <b>Part B</b> .	Project leader
	Preliminary approval for continuation. (If the proposed budget does not meet minimum requirements, the section leader discusses with department chair)	Section leader
<b>Creating and signing internal budget</b>		
5 - 4	Discussion about contractual requirements with contract manager	Project leader
	Making draft budget	Contract manager
	Budget goes back and forth between contract manager and project leader until final version is composed. <b>Part C</b> of the Project Cover Sheet is filled in.	Project leader/contract manager
	Discuss with Knowledge Security Coordinator if necessary	Project leader
	Arrange access to portals external funders	Project leader
3	Contract manager start signing process for internal budget and sends final budget (internal and external) and completed Project Cover Sheet to executive secretary.	Contract manager
2	Approval final external and internal budget by department chair.	Executive secretary

1	Requesting signature of the dean**	Contract manager
Day of submission	Submission of proposal and sending copy to Contract manager	Project leader

\* Minimum # of weeks before submission deadline\*\* contracts with a CEG share of >M€1 should be signed by the Executive Board of TU Delft, <k€75 can be signed by the department chair.

Section leaders	Ton van den Bremer (EFM)
	Astrid Blom (R&P)
	Apostolos Tsouvalas (OE)
	Bram van Prooijen (CE)
	Oswaldo Morales Napoles (HFSR)
Departement chair	Bas Jonkman
Executive secretary	Elske Bakker
Contract manager	Astrid Zuijdendorp
Labmanager HE	Bas Hofland