Student Computer Fee
College of Agriculture

Call for Proposals 2004-2005

Emphasis On Innovation

Proposals with High Student Involvement Encouraged

The university-wide student computer fee was originally established to provide improved computer facilities throughout the university, to stimulate the use of computer-based instruction and to help place Iowa State University on the forefront of computer-based instruction. Approximately 60% of the base student computer fee (currently $94 per semester) is being used by the colleges to support instructional computing within the colleges (College Pool) while 40% (Central Pool) is distributed to AIT, the ISU Library and supports CAC initiatives.

This document is a CALL FOR PROPOSALS that address College of Agriculture needs for computer-based instructional support from College Pool funds. This year's call for proposals continues the emphasis on innovative projects and student involvement. Total funds in the College Pool for competitive proposals are anticipated to be approximately $40,000 for 2004-2005.

College Pool Projects Supported

Only proposals that are consistent with the “Guidelines for Appropriate Expenditure of Income from the Student Computer Fee” (see Appendix) will be considered for funding. Although many items may be funded, the following three items usually receive higher priority.

1. the purchase of information technology hardware and software, for example, desktop computers, PDAs, wireless devices etc.
2. upgrading costs for hardware and software
3. expenditures for security and protection against loss of computer equipment

Regardless of the anticipated lifetime for a project, funding has only been provided one year at a time on a competitive basis. Guidelines for appropriate expenditure of income from the student computer fees are attached in the Appendix.
Proposal Procedure

Proposals may originate from students, faculty or staff and must be connected to an administrative unit of the college. Only one prioritized set of proposals will be accepted from each department or other similar administrative unit. Questions about the proposal process should be directed to: Philip L. Spike, (E-mail: plspike@iastate.edu, Voice: 294-6030).

Projects that involve a joint effort or cost sharing between two or more units must be submitted as a single proposal. A single project leader or two co-leaders must head all projects. Student submitted proposals should include a student leader and a faculty member. All administrative offices whose units are involved in a joint project should review and prioritize the proposal.

Schedule

1. Individual proposals must be submitted to the college by **Friday, April 16, 2004**. Two copies should be supplied.
   a. A single signed copy should be delivered to Dean Hoiberg’s Office.
   b. An electronic copy should be sent to the chair of the Technology Advancement Committee: Philip Spike (plspike@iastate.edu).

2. The Technology Advancement Committee will review the proposals and make recommendations for funding.

3. The Chair of the Technology Advancement Committee will forward the committee recommendations to the Dean’s office for approval.

4. It is anticipated that awards will be announced on or before **May 10, 2004**.

5. Project funds will be available for expenditure immediately but must be expended by **June 30, 2005**.

6. The project leader is responsible for submitting a project report detailing expenditure of funds and how the project met its goals and objectives by **September 1, 2005**.
Evaluation Criteria

Projects funded under this proposal process should be projects that cut across departmental boundaries in the College of Agriculture and/or require more resources than can be reasonably expected from direct allocations to individual departments within the college. Evaluations of proposals will be based on the following criteria:

1. **Project Justification:**
   For proposals to qualify for College of Agriculture funding under this proposal process, the proposal must clearly identify the *college wide nature* of the proposal and/or that the project *could not be reasonably supported from student computer fees already allocated to departments*. Proposals are encouraged to include evidence of student interest and support for the project. Although some students may benefit more than others from a proposed project, the facilities and services funded through the College Pool must be available to the student body within the college or be in direct support of the college student computing activities to an extent commensurate with contributions from the college funding. Priority will be given to services and facilities that support general use, have convenient access and are available to the college student body for a minimum of 30 hours per week or provide models of innovative uses of information technology for students that can be replicated by others.

2. **Innovation:**
   For proposals to qualify for college-wide proposals, the proposal must clearly identify how the project will be innovative for the university. Proposed projects should include innovative means to provide Information Technology access and capability for students in the college. The college pool funding system is designed to encourage both students and faculty to implement state-of-the art computing opportunities for students.

3. **Contribution to Instructional Program:**
   Student computer fees were initiated to stimulate the use of computer-based and computer supported instruction and to help place Iowa State University on the forefront of computer-based and computer supported instruction. All funded proposals must clearly identify how the project will benefit the instructional program in the College of Agriculture at Iowa State University.

4. **Cost Efficiency:**
   Preferred consideration will be given to proposals that provide the greatest benefit to the instructional program and environment in the College of Agriculture at ISU for the least cost. Cost efficiency may result from efficient design, cost sharing, or other approaches that maximize the effect of College Pool expenditures. The expected benefit of a proposal will be evaluated in terms of
general student access to Information Technology and the value of that access to the instructional program in the College of Agriculture at ISU.

5. Integration with Existing Facilities:
Project proposals should clearly identify how the proposed project will integrate with existing university facilities. Examples of integration into existing university facilities include:

CAC funded computers have connectivity to the campus network.

The software suite includes:
- Microsoft Office licensed through the Microsoft Campus Agreement
- JMP for statistical analysis and available through Scout
- Web browsers (Internet Explorer or Netscape) with browser plug-ins available through Scout or software companies
- Terminal emulation software & file transfer software available through Scout
- Virus protection software available through Scout

The purchased computers conform to the university Desktop Standards policy found at: [http://www.iastate.edu/computing/standards](http://www.iastate.edu/computing/standards).

The facilities were designed with handicapped accessibility and basic ergonomic principles in mind.

Proposal Preparation

Only one prioritized set of proposals will be accepted from a department. Individual proposals, which do not have the signature of the Department Chair, will not be accepted. All proposals must be received in Dean Hoiberg's office by Friday, April 16, 2004. Questions should be directed to Philip Spike, Chair of the Technology Advancement Committee by voice at 294-6030 or e-mail at plspike@iastate.edu. Proposals should be short, concise and in the following outline format. Proposals that do not comply with the preparation instructions may be returned without being evaluated. Past proposals and funding can be viewed at the web site for the Technology Advancement Committee ([http://www.anslab.iastate.edu/tac/](http://www.anslab.iastate.edu/tac/)).
Proposal Format

I. Cover Page

A. Title of project (Descriptive title in 15 words or less).

B. Name of proposer/proposing unit.

C. Signatures of participants and appropriate administrators (students, faculty and staff).

D. Name, phone number and e-mail address of the project leader(s) (student led projects must include a faculty/staff leader).

II. Project Overview and Expected Benefit (Please limit to two pages plus appendix)

Describe the proposed project in general terms. Describe the expected benefit to the instructional program or environment at ISU and the innovative features of the proposal. Describe how the proposed project will integrate with the existing facilities, computer environment, computer systems and computer network at ISU.

The following points should be addressed:

A. Provide a description and intended purpose for all project expenditures and identify expenditures from College Pool funds.

B. Describe specifically how the proposed facilities or services will be made available to students.

   1. Specify the hours when this facility or service will be available for general student use.

   2. Identify the number of students that will be able to use the facility or service simultaneously during these hours.

   3. Identify the student population(s) that should benefit from this proposal. Estimate the number of students to be served.

   4. If the proposal involves the development of an innovative model, indicate how this model will be disseminated to others in the college.
C. If the proposed project requires special new technologies, describe how these requirements will be met.

D. Identify university facilities that would be needed for the proposed project. Specify the building(s) and room number. A scaled sketch of the floor plan showing the location of equipment should be appended.

III. Support and Maintenance

Support for recurring costs will not be supported through this request but identify the anticipated costs for support and maintenance; explain how these costs will be met this year and in future years.

IV. Budget

A. Prepare a table similar to Table 1 to identify the costs and proposed source of hardware, software, personnel and other materials needed for the proposed project. Include the unit price, quantity, total price and the source of funding for each item. Calculate the total amount requested.

B. Because funding recommendations will be limited to the items in the budget, please make the budget complete. Total expenditures for any project from the College Pool shall not exceed the total amount approved for that project without a complete review by the Technology Advancement Committee.

C. All or part of a proposal may be funded. Prepare a table similar to Table 2 to identify a minimum funding level that is needed for a project to be feasible. Further identification of additional funding increments that would be feasible will help the reviewers allocate available resources to the greatest benefit of Iowa State University.
Table 1. Full Itemized Budget  
(Costs for the Entire Project)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Number</th>
<th>Unit Cost</th>
<th>Total Cost by Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Central Pool</td>
</tr>
<tr>
<td>Hardware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2. Minimum Feasible Itemized Budget  
(Costs for Minimum Feasible Part of the Project)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Number</th>
<th>Unit Cost</th>
<th>Total Cost by Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Central Pool</td>
</tr>
<tr>
<td>Hardware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix: Guidelines for Appropriate Expenditure of Income from the

Student Computer Fee

(Amended March 7, 1996)

The following guidelines apply to the use of all student computer fee funds (Central and College Pool funds). The guidelines are not listed in order of priority.

I. USE CATEGORIES

A. The types of uses deemed to be supportable are:

   1. Use of computer facilities by undergraduate, graduate, and veterinary medicine students.

   2. Use of computer facilities by faculty and staff, provided that such use is directly related to the development or teaching of courses.

B. The types of uses deemed inappropriate for support are:

   1. Sponsored research and consulting by students, faculty or staff.

   2. Un-sponsored research or consulting by faculty or staff.

   3. Staff work not directly related to the teaching or development of courses.

   4. Renovation of physical facilities, including furniture and wiring.

   5. Purchase of major computing equipment (greater than $25K) except as advised by the CAC.

   6. Support of personnel except for students, merit or professional and scientific (P & S) staff on a term appointment not to exceed two years.

II. EXPENDITURES THAT MAY BE SUPPORTED
A. Expenditures for SOFTWARE PURCHASE may be made for any university-owned machine provided that the software is intended principally for supportable uses (see Section I. above).

B. Expenditures for SOFTWARE MAINTENANCE/UPGRADING may be made for any university-owned machine to the extent that the software is used for a supportable use (see Section I. above).

C. Expenditures to support PERSONNEL directly involved with software assistance and hardware maintenance (e.g. lab monitors).

D. Expenditures for EXPENDABLE SUPPLIES (e.g., paper, ribbons, tape, diskettes) may be supported for facilities. Such support may only be made to the extent that the facility involves supportable uses (see Section I. above).

E. Expenditures for HARDWARE PURCHASE, MAINTENANCE, REPLACEMENT, and UPGRADING for university-owned equipment may be supported to the extent that the hardware is involved in supportable uses (see Section I. above).

F. Expenditures may be made for support of PERSONNEL INVOLVED IN COURSE DEVELOPMENT as deemed appropriate by the colleges and departments for courses that make use of computers. These expenditures may be for graduate, veterinary medicine, and undergraduate student support, Office of Academic Information Technologies personnel support, and general support costs (which may include expenditures to foster and promote course development).

G. Expenditures may be made for student access to networks.

H. Expenditures for SECURITY AND PROTECTION against loss or theft of computers and computer peripherals (e.g. tie downs, special door locks, video surveillance systems, payment of insurance premiums) for facilities employed for supportable uses (see Section I above).