

Student Computer Fee

College of Agriculture and Life Sciences

Call for Proposals 2009-2010

Emphasis On Innovation

Proposals with High Student Involvement Encouraged

The student computer fee was 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 \$113 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 and Life Sciences 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 \$60,000 for 2009-2010.**

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, GPS devices, wireless devices, etc.
2. upgrading costs for hardware and software
3. expenditures to ensure appropriate security for information and IT systems.

Regardless of the anticipated lifetime for a project, funding from this call for proposals is only for one year. 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 of Agriculture and Life Sciences. 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 must include a faculty member as a project leader. When a department or other administrative unit within the college is associated with more than one proposal, the department should rank the proposals associated with that department.

Schedule

1. Individual proposals must be submitted to the college by **Monday, April 20, 2009**. Two copies should be supplied.
 - a. A single **signed copy** should be delivered to David Acker's Office (134 Curtiss).
 - 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 15, 2009**.
5. Project funds will be available for expenditure immediately but must be expended by **June 30, 2010**.
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, 2010**.

Evaluation Criteria

Projects funded under this proposal process should be projects that cut across departmental boundaries in the College of Agriculture and Life Sciences 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 and Life Sciences 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 college. 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 and Life Sciences 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 and Life Sciences 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 and Life Sciences at ISU.

5. **Integration with Existing Facilities:**

Proposals should clearly identify how the proposed project will integrate with existing college/university technology programs. All proposals must detail how they will comply with university standards and other policies regarding computing and networking.

Proposal Preparation

Only one prioritized set of proposals will be accepted from a department. Individual proposals, which do not include evidence of support from the appropriate Department Chair(s), will not be accepted. All proposals must be received in Dean Acker's office by Monday, April 20, 2009. 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/>).

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 budget 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.

Full Itemized Budget

(Costs for the Entire Project)

Description of Item	Number	Unit Cost	Total Cost by Funding Source	
			College Pool	Other (Specify)
Hardware				
Software				
Other				
Totals				

Appendix

Guidelines for Appropriate Expenditure of Income from the Student Computer Fee

Approved by Computation Advisory Committee, CAC, on May 9, 1991
Amended on November 19, 1993, March 7, 1996 and December 1, 2005

These guidelines apply to the use of all student computer fee funds (Central Pool, College Pool, or any other funds supported by student computer fees). The expectation is that committees with half of their members consisting of Iowa State students establish priorities and make decisions about the expenditure of student computer fees. The Computation Advisory Committee, CAC, should be consulted for interpretation of these guidelines or the perceived need for revisions of these guidelines.

I. USE CATEGORIES

- A. The types of uses deemed to be **supportable** are:
 - 1. Information technology resources for all Iowa State University students.
 - 2. Information technology resources by faculty and staff (provided that such use is directly related to instruction).
- B. The types of uses deemed **inappropriate for support** are:
 - 1. Sponsored research and consulting by students, faculty or staff.
 - 2. Unsponsored research or consulting by faculty or staff.
 - 3. Staff work not directly related to instruction.
 - 4. Construction and renovation of physical facilities, including furniture and wiring.
 - 5. Purchase of major information technology equipment (greater than \$25K per system) without consultation with CAC.
 - 6. Personnel on appointments exceeding two years.

II. EXPENDITURE CATEGORIES (intended principally for the supportable uses listed in section IA)

- 1. **HARDWARE** – Purchase, maintenance, replacements or upgrades of university-owned equipment
- 2. **SOFTWARE** – Purchase, maintenance, replacements or upgrades for university-owned machines and/or site licenses
- 3. **EXPENDABLE SUPPLIES** (e.g., paper, toner, media, etc.)
- 4. **STUDENT ACCESS TO NETWORKS**
- 5. **SECURITY AND PROTECTION** against loss through theft of computers and computer peripherals (e.g. tie downs, special door locks, video surveillance systems, and payment of insurance premiums)
- 6. **SUPPORT PERSONNEL** directly involved with hardware/software assistance and maintenance (e.g. lab monitors)
- 7. **PERSONNEL INVOLVED IN COURSE DEVELOPMENT** as deemed appropriate by the colleges and departments for courses that make use of information technology resources. These expenditures may be for all Iowa State University student support, Information Technology Services personnel support, and general support costs (which may include expenditures to foster and promote course development).
- 8. **OTHER SERVICES or FEES** related to the use of information technology for class development or delivery.