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 $115 per semester) is 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. Total funds in the College Pool for competitive proposals are anticipated to be approximately $60,000 for 2010-2011.

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 classes of items usually receive higher priority.

1. the purchase of information technology hardware and software, for example, desktop computers, GPS devices, wireless devices, computer driven instrumentation for instruction, media equipment for locally controlled instructional spaces, etc.
2. upgrade 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 an ISU faculty/staff 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 19, 2010. Two types of copies should be supplied:
   a. A single, signed paper copy should be delivered to Dean David Acker’s office (134 Curtiss).
   b. An electronic copy (pdf or doc) 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, 2010.

5. Project funds will be available for expenditure immediately but must be expended by June 30, 2011.

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, 2011.
Evaluation Criteria

Proposals must clearly identify their college-wide nature and/or justify why student computer fees already allocated within the college are insufficient or otherwise not available to support the proposal. Evaluations of proposals will be based on the Project Overview and Expected Benefit section of the proposal (#2 on the proposal format).

Proposal Preparation

Only one prioritized set of proposals will be accepted from a department. Individual proposals that 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 19, 2010. 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

Proposals that do not comply with the preparation instructions may be returned and not evaluated. Proposals should be short, concise and in the following outline format.

1. Cover Page
   A. Project Title: A descriptive title in 15 words or less.
   
   B. Proposer(s): List the names of the faculty, staff and students who developed the proposal.
   
   C. Proposing Unit(s): List the units involved in developing this proposal.
   
   D. Signature of Reviewing Administrative Unit(s): List the unit within the College of Agriculture and Life Sciences that will have administrative responsibility for this project. If multiple proposals have the same administrative unit, the proposals should be prioritized by the administrative unit.
   
   E. Project Leader: List the name, phone number, email address and signature of the project leader. Student-led projects must include a faculty/staff leader in addition to the student leader.

2. Project Overview and Expected Benefit (Please limit to two pages plus appendix.)
   Describe the proposed project in general terms addressing the following points. Supporting information beyond the two pages may be included in a short appendix.
   
   A. Purpose: Description and intended purpose for all project expenditures.
B. **General Student Benefit**: The proposal must clearly identify how the project will benefit the student body and instructional program at Iowa State University. Proposals are encouraged to include evidence of student interest and support for the project. All funded proposals must clearly identify how the project will benefit the instructional program at Iowa State University.

C. **Next Big Idea**: The proposal must clearly identify how the project will be innovative for the university. Indicate how this model will be disseminated to others at Iowa State.

D. **New Technologies**: If the proposed project requires special new technologies, describe how these requirements will be met.

E. **Facilities**: Identify university facilities that would be needed for the proposed project.

F. **Integration and Sustainability**: Proposals should clearly identify how the proposed project will be integrated and sustained with existing university technology programs. All proposals must detail how they will comply with university standards and other policies regarding computing and networking.

G. **Cost Efficiency**: Proposals should reflect great benefit to the instructional program and environment at ISU for the least cost. Cost efficiency may result from efficient design, matching funding, cost sharing (in-kind staffing or support), or other approaches that maximize the effect of CAC Initiatives expenditures. The expected benefit of a project would be student access to information technology and the value of that access to the instructional program at ISU.

3. **Support and Maintenance**
   A. If new or remodeled university facilities will be required by the project, describe how these will be funded.
   
   B. Support for recurring costs beyond the term of this project will not be supported through CAC Initiatives funding. Identify how the anticipated costs for support and maintenance will be covered after the termination of this project.
   
   C. Support for personnel involved in course and software development should not include faculty, P&S staff, or other permanent or budgeted employees. However, undergraduate and graduate students working on a given proposal will be supported. Tuition will not be provided for graduate students if they are already on appointment.

4. **Budget**
   All expenditures of student computer/technology fees, including proposals in response to this call for proposals are expected to conform to the “Guidelines for Appropriate Expenditure of Income from the Student Computer/Technology Fee” (it.iastate.edu/cac/policies/expenditure.pdf).

   Multiple-year projects may be considered. Budgets for multiple-year projects should include annual budgets for each year of the project. If multiple-year projects are funded, the complete budget will be charged against the total amount awarded for the
current year. In all cases, however, funds will be allocated on an annual basis as proposed by the project budget and approved when the award is granted.

A. Prepare a table similar to Table 1 to identify the costs and proposed source of funding for 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. Only one budget reflecting requested funding should be submitted per proposal.

B. Because funding recommendations will be limited to the items in the budget, please make the budget complete. Minor budget adjustments may be approved but significant changes involving the size or scope of the project will normally require a complete committee review. Total expenditures shall not exceed the total amount approved for a project without a complete review.

C. All or part of a proposal may be funded. The Technology Advancement Committee reserves the right to make line-item adjustments to a proposed budget.

Table 1. 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>
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</thead>
<tbody>
<tr>
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<td></td>
<td>CAC Initiatives</td>
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<td>Hardware</td>
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<td>Software</td>
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<td>Other</td>
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<td>Total</td>
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Appendix

Guidelines for Appropriate Expenditure of Income from the Student Computer/Technology Fee
Approved by Computation Advisory Committee, CAC, on May 9, 1991

These guidelines apply to the use of all student computer/technology fee funds (Central Pool, College Pool, or any other funds supported by student computer/technology 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/technology 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).
   3. Wiring required for operation of equipment purchased with CAC funds.
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.
   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)
A. HARDWARE – Purchase, maintenance, replacements or upgrades of university-owned equipment
B. SOFTWARE – Purchase, maintenance, replacements or upgrades for university owned machines and/or site licenses
C. EXPENDABLE SUPPLIES (e.g., paper, toner, media, etc.)
D. STUDENT ACCESS TO NETWORKS
E. 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)
F. SUPPORT PERSONNEL directly involved with hardware/software assistance and maintenance (e.g. lab monitors)
G. 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).
H. OTHER SERVICES or FEES related to the use of information technology for class development or delivery.