The university-wide 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. Colleges are allocated approximately half of the base student computer fee, which is used to support instructional computing within the colleges (College Pool). The other half is available to support needs that are not confined to these administrative boundaries (Central Pool).

This document is a CALL FOR PROPOSALS that address needs within the College of Agriculture for computer-based instructional support from College Pool funds. Total funds in the College Pool for competitive proposals are anticipated to be approximately $45,000 for 2001-2002.

Projects Supported

Proposals may be submitted for the purchase of computer hardware and software, upgrading costs for hardware and software, and security that are in direct support of computer-based instruction at Iowa State University. Regardless of the anticipated lifetime of a project, funding will only be 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 titled “Guidelines for Appropriate Expenditure of Income from the Student Computer Fee”.

Proposal Procedure

Proposals may originate from students, faculty or staff in the College of Agriculture. Awards will be allocated to the appropriate administrative unit within the College of Agriculture. A single project leader or two co-leaders must be identified for all projects. Student submitted proposals must include a faculty member as a project leader.

If more than one proposal is submitted from a single department, the multiple proposals must be submitted as one prioritized set of proposals. Projects, which involve a joint effort or cost sharing between two or more units, must be submitted as a single proposal. All administrative offices whose units are involved in a joint project should review and prioritize the proposal.
**Schedule**

1. Individual proposals should be submitted by Friday, **April 20, 2001**. A signed paper copy should be submitted to Dean Hoiberg’s office. An electronic copy should be sent as an attachment to Philip Spike, chair of the Technology Advancement Committee at plspike@iastate.edu.

2. The Technology Advancement Committee will review all proposals and submit a funding recommendation to Dean Hoiberg by May 4, 2001.

3. Project leaders will be notified if their project has been funded by May 18, 2001.

4. Project funds will be available for expenditure from date of notification until June 30, 2002.

5. 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, 2002.

**Evaluation Criteria**

College of Agriculture student computer fees are intended to benefit the instructional program in the College of Agriculture. Evaluations of proposals will be based on the following criteria:

**Appropriateness:**

All expenditures must comply with the guidelines for appropriate expenditure of student computer fees (see Appendix). In addition, the following items will not be supported:

A. **RECURRING EXPENDITURES.**

B. **PERSONNEL** directly involved with software assistance and hardware maintenance (e.g., lab monitors).

C. **EXPENDABLE SUPPLIES** (e.g., paper, ribbons, tape, diskettes).

D. Monthly **TELECOMMUNICATIONS** costs.

**Innovation:**

The Technology Advancement Committee encourages innovative proposal ideas. Individuals with questions concerning the appropriateness of a particular proposed expenditure are encouraged to contact the Chair of the Technology Advancement Committee (Philip Spike, E-mail: plspike@iastate.edu, Voice: 294-6030).
Impact:

The Technology Advancement Committee intends to support proposals that will have the greatest impact on the instructional program in the College of Agriculture. Funding for the College Pool was derived from the resident students that take classes and/or have a major in the College of Agriculture. These resident students should be the primary beneficiaries of the expenditure of College Pool funds. Proposals that have the greatest positive impact on these resident students will be given priority.

Cost Efficiency:

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

Integration With Existing Facilities:

All CAC-funded computers must be connected to the campus network, except in unusual situations. In addition to locally chosen and supported software, software in the core software suite should be available on all publicly available general-purpose computers.

Desktop applications in the current software suite include the set of Microsoft Office programs (Word, Excel, Access, PowerPoint) and JMP for statistical analysis. Network applications include a web browser (Netscape or Internet Explorer with Adobe Acrobat Reader and RealPlayer being broadly used browser plug-ins), terminal emulation software (BetterTelnet for Mac or HostExplorer for Windows) and file transfer software (Fetch for Mac or WS_FTP for Windows).

The above software is available through Scout except for the Microsoft products which can be purchased through university discount programs.

A new university policy on Desktop Standards will define computer minimum purchase and support standards. After the standards are approved this spring, CAC will confer with project leaders when proposals don't meet the minimum standards.

All facilities should be 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 Executive Officer, will not be accepted. All proposals must be received in Dean Hoiberg’s office by April 20, 2001. 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.

Proposal Format

I. Cover Page

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

   B. Name of proposer/proposing unit.

   C. Department or other administrative unit that will be responsible for completing the project.

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

   E. 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. Describe the role of students in initiating, developing or supporting this proposal.

   The following points should be addressed:

      A. Provide a description and intended purpose for all project expenditures and identify proposed expenditures of college 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 student use.
2. Identify the number of students that will be able to work 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 university.

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. 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. Proposers may consult with Mike Bowman at the Computation Center (294-2588 or mbowman@iastate.edu) regarding questions concerning technical aspects of their proposals.

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 in the College of Agriculture.
Table 1. Full Itemized Budget

(Costs for the Entire Project)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Number of Units</th>
<th>Unit Cost</th>
<th>Total Cost by Funding Source</th>
<th>College Funding Requested</th>
<th>Other Funding that will be utilized (Specify source)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware</td>
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<td>Software</td>
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<td>Other</td>
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</tbody>
</table>

Total Request

Table 2. Minimum Feasible Itemized Budget

(Costs for Minimum Feasible Part of the Project)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Number of Units</th>
<th>Unit Cost</th>
<th>Total Cost by Funding Source</th>
<th>College Funding Requested</th>
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<td>Other</td>
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Total Request
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. Unponsored 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, Computation Center personnel support, and general support costs (which may include expenditures to foster and promote cores development).

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

H. Expenditures for SECURITY AND PROTECTION against loss through 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).