Student Computer Fee
College of Agriculture
Call for Proposals 2003-2004

Emphasis On Innovation

Proposals with High Student Involvement Encouraged

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. Approximately 58% of the base student computer fee (currently $90) is being used by the colleges to support instructional computing within the colleges (College Pool) and 42% is available to support needs that are not confined to these administrative boundaries (Central Pool).

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 2003-2004.**

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 funding, 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 18, 2002. 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, 2003.

5. Project funds will be available for expenditure immediately but must be expended by June 30, 2004.

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, 2004.
Evaluation Criteria

College Pool funds are intended to benefit the instructional program in the College of Agriculture at Iowa State University. Evaluations of proposals will be based on the following criteria:

1. **Innovation:**

   Proposed projects should include innovative means to provide Information Technology access and capability for Iowa State University students.

2. **Appropriateness:**

   All expenditures must comply with the guidelines for appropriate expenditure of student computer fees (see Appendix). Individuals with questions concerning the appropriateness of a particular proposed expenditure are encouraged to contact the chair of the Technology Advancement Committee: Philip L. Spike, (E-mail: plspike@iastate.edu, Voice: 294-6030).

3. **General Student Benefit:**

   Evidence of student involvement from the initiation to the completion of the proposal should be included. Although some students may benefit more than others from a proposed project, the facilities and services funded through the College Pool should benefit the general student body in the college.

4. **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 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 general instructional program in the college.

5. **Integration With Existing Facilities:**

   All college 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 are covered by the Microsoft Campus Agreement and do not need to be purchased for university owned equipment.

The university Desktop Standards policy defines computer minimum purchase and support standards. Specifics can be found on the Web (http://www.iastate.edu/computing/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 18, 2003. 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 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>
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Sub-total

Total

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

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<thead>
<tr>
<th>Description of Item</th>
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Sub-total

Total
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).