

Computation Advisory Committee (CAC)

Call for Proposals 2008-2009

Campus-Wide Proposals that are Innovative

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. The focus of this annual call is projects that have a broad impact on student computing and represent innovative uses of technology on the Iowa State University campus. Additional innovative projects will be funded that are focused on student instruction but have inadequate funding from other sources of student computer fees and are deemed worthy of financial support.

This document is a **CALL FOR PROPOSALS** that address university needs for computer-based instructional support from Central Pool funds. **Total funds in the Central Pool for competitive proposals are anticipated to be no more than \$650,000 for 2008-2009.**

Central Pool Projects Supported

All expenditures of student computer 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 Fee" which is attached to the end of this document.

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, funds are held by CAC until they are expended.

Allowable expenditures for proposals that have been funded through the Central Pool in past years have been more restrictive than the "Guidelines for Appropriate Expenditure of Income from the Student Computer Fee" and are identified in the following chart.

Expenditures Supported	Expenditures NOT Supported
<p>Proposals have been supported for:</p> <p>A. Purchase of information technology hardware and software, for example, desktop computers, PDAs, wireless devices, etc.</p> <p>B. Upgrading costs for hardware and software.</p> <p>C. Expenditures for security and protection against loss of computer equipment.</p> <p>D. Student personnel involved in project development</p>	<p>These items have not been supported:</p> <p>A. Recurring hardware maintenance beyond the project duration.</p> <p>B. Personnel directly involved with software assistance and hardware maintenance (e.g., lab monitors).</p> <p>C. Expendable supplies (e.g., paper, ribbons, tape, diskettes).</p> <p>D. Recurring telecommunication costs beyond the project duration.</p>

CAC will use the following four-tier priority system as a guide to evaluate proposals.

1st priority - campus-wide or interdisciplinary proposals addressing student needs for campus computing capability

2nd priority - innovative proposals with student involvement

3rd priority - upgrading existing open access facilities

4th priority - creating new general purpose computer laboratories

Proposal Procedure

Proposals may originate from students, faculty or staff but must be connected to an administrative unit of the university. It is expected that campus-wide proposals will come from a collaboration of several units. In this case, each administrative office will include the campus-wide proposal in its prioritized list submitted to CAC. Groups of students with a faculty advisor are encouraged to submit proposals. All proposals must come to CAC after being submitted for prioritization to the major administrative office to which the unit reports. Academic departments must submit their proposals through their Dean; units reporting directly to a vice president must submit their proposals through the office of that vice president; others may contact Mike Bowman (mbowman@iastate.edu, 294-2588) to discuss procedures for submitting a proposal.

Projects which involve a joint effort or cost sharing between two or more units must be submitted as a single proposal. All projects must be headed by a single project leader (ISU faculty or staff) while student submitted proposals may include a student leader in

addition to a faculty or staff leader. All administrative offices whose units are involved in a joint project should review and prioritize the proposal.

Schedule

1. Individual proposals should be submitted to the college or other appropriate administrative office for review by **Friday, February 29, 2008** unless another date has been specified by the reviewing office.
2. College or similar computation advisory committees are asked to comment upon and prioritize all proposals when such an advisory committee exists.
3. The Deans or administrative officers are asked to comment upon and prioritize all proposals.
4. The Deans or administrative officers must forward all proposals, comments and prioritized lists to the Chair, Computation Advisory Committee, 291 Durham Center, no later than **Friday, March 14, 2008**.
5. CAC will review the proposals and make recommendations for funding.
6. The chair of the CAC will forward these recommendations to the CIO and the Executive Vice President and Provost for approval.
7. It is anticipated that awards will be announced by **May 23, 2008**.
8. Project funds will be available for expenditure from the date of announcement **until June 30, 2009** (or later for projects approved as multiple year projects).
9. The project leader is responsible for submitting a project report detailing the expenditure of funds and how the project met its goals and objectives by **September 1, 2009**. Multiple year projects are expected to submit annual reports until project expenditures are concluded.

Evaluation Criteria

Central Pool funds are intended to benefit the general instructional program and environment at Iowa State University. Evaluations of proposals will be based on the following criteria:

1. **General Student Benefit:**

For proposals to qualify as a campus-wide proposal, the proposal must clearly identify how the project will benefit the general student body. 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 Central Pool must be available to the

general student body or be in direct support of general student computing activities to an extent commensurate with contributions from the Central Pool. Priority will be given to services and facilities that support general use, have convenient access and are available to the general 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 campus-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 Iowa State University students. The Central 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 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 at ISU for the least cost. Cost efficiency may result from efficient design, cost sharing, or other approaches that maximize the effect of Central 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 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:

- a. CAC funded computers have connectivity to the campus network.
- b. Students login with their NetID and can access campus-wide file and print resources.

- c. CAC funded computers have the following software suite installed:
 - Microsoft Office licensed through the Microsoft Campus Agreement
 - JMP for statistical analysis
 - Web browsers with browser plug-ins
 - Terminal emulation software & file transfer software
 - Virus protection software
- d. The purchased computers conform to the university Desktop Computer Standards policy found at: <http://www.it.iastate.edu/policies/standards/>.
- e. The facilities were designed with handicapped accessibility and basic ergonomic principles in mind.

Proposal Preparation

People preparing proposals should first contact the administrative unit (for example your college dean, Vice President for Business and Finance, etc.) through which they plan to submit their proposal and obtain deadlines (February 29, 2008 is suggested as an administrative unit deadline). Only one prioritized set of proposals will be accepted from these administrative units. Individual proposals which have not been reviewed in their administrative unit will not be accepted. Samples of successful proposals from previous years are available through College CACs and on the CAC web-site (www.iastate.edu/cac).

Administrative units should submit by **Friday, March 14, 2008**:

- **one signed hard copy** of their prioritized set of proposals to the Chair of the CAC in **291 Durham Center**
- **and one electronic copy**. The electronic copy may be included with the signed copy or forwarded electronically to the chair and assistant of CAC at admin-cac@iastate.edu.

Questions may be directed to Mike Bowman (mbowman@iastate.edu, 294-2588). Proposals should be short, concise and in the following outline format. **Proposals that do not comply with the preparation instructions will be returned and not evaluated.**

Proposal Format

I. Cover Page

- A. Title of project (Descriptive title in 15 words or less).
- B. Indicate which CAC priorities this proposal addresses (see page 2).
- C. Name of proposer/proposing unit.
- D. College(s) or other administrative unit(s) that is/are responsible for reviewing the proposal.
- E. Signatures of participants (students, faculty and staff) and appropriate administrators.
- F. Name, phone number and e-mail address of the project leader(s) (student led projects must include a faculty/staff leader in addition to the student leader).

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

Describe the proposed project in general terms. Describe how the project will provide general student benefit at Iowa State. Describe the innovative features of the proposal. Describe the expected benefit to the instructional program or environment at ISU. Describe any cost efficiency designed into 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. Description and intended purpose for all project expenditures. Identify requested expenditures from Central Pool funds.
- B. How will the proposed facilities or services be made available to students? Specific details are required.
 - 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 be served 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 at Iowa State.
- 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 for public computing facilities.

III. Support and Maintenance

Support for recurring costs beyond the term of this project will not be supported through Central Pool funding. Identify how the anticipated costs for support and maintenance will be covered after the termination of this project.

IV. Budget

- 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. Proposal authors may consult with Mike Bowman (mbowman@iastate.edu, 294-2588) on 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. 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 by the Computation Advisory Committee (CAC).
- 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)**

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

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

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

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. Un-sponsored 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)

- 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.