

Computation Advisory Committee (CAC)

CALL FOR PROPOSALS 2010-2011

The university-wide student computer/technology 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 as a leader in the use of technology for instruction. The focus of this annual call is projects that have a broad impact on student use of academic technology and represent innovative uses of technology at Iowa State University. Additional innovative projects will be funded that are focused on student instruction but have inadequate funding from other sources of student computer/technology fees and are deemed worthy of financial support.

This document is a **CALL FOR PROPOSALS** that address university needs for instructional technology support from CAC Initiatives funds. **Total funds in the CAC Initiatives for competitive proposals are anticipated to be \$375,000 for 2010-2011.**

Evaluation Criteria

CAC Initiatives funds are intended to benefit the general instructional program and learning environment at Iowa State University. Evaluations of proposals will be based on the Project Overview and Expected Benefit section of the proposal (#2 on page 3 of this document).

Proposal Preparation

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.

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 (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.

People preparing proposals should first contact the administrative unit (for example, your college Dean, a Vice President office, etc.) through which they plan to submit their proposal and obtain submittal deadlines. Only one prioritized set of proposals will be accepted from each administrative unit. 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.it.iastate.edu/cac).

Schedule

1. Individual proposals should be submitted to the college or other appropriate administrative office for review by the deadline established by the reviewing unit. Interdisciplinary, cross-College proposals should comply with review deadlines for all relevant units.
2. College or other 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. By no later than **Monday, March 1, 2010**, the Deans or administrative officers must forward **one electronic copy** with scanned signature page of all proposals, comments and prioritized lists to admin-cac@iastate.edu. Questions about the CFP or process may also be sent to this email address.
5. CAC will review the proposals and make recommendations for funding to the the Executive Vice President and Provost for approval.
6. It is anticipated that awards will be announced by **May 1, 2010**.
7. Project funds will be available for expenditure from the date of announcement **until August 31, 2011** (or later for projects approved as multiple year projects).
8. 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, 2011**. Multiple year projects are expected to submit annual reports until project expenditures are concluded.

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. **Reviewing Administrative Unit(s):** List the College and Vice President unit(s) that is/are responsible for reviewing and prioritizing the proposal. Include an administrator approval signature from each 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. Although some students may benefit more than others from a proposed project, the facilities and services funded through the CAC Initiatives funding must be available to the student body or be in direct support of student technology activities to an extent commensurate with contributions from the CAC Initiatives funding. 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. Proposed projects should speak to excellence as a means to provide information technology access and capability for Iowa State University students. The CAC Initiatives funding system is designed to encourage both students and faculty to implement state-of-the-art technology opportunities for students and provide models of innovative uses of information technology that can be replicated by others. 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, funds are held by CAC until they are expended.

- 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 by the Computation Advisory Committee (CAC).
- C. All or part of a proposal may be funded. CAC reserves the right to make line-item adjustments to a proposed budget.

**Table 1. Itemized Budget
(Costs for the Entire Project)**

Description of Item	Number	Unit Cost	Total Cost by Funding Source	
			CAC Initiatives	Other (specify)
Hardware				
Software				
Personnel				
Other				
Total				