

Computation Advisory Committee (CAC)

CALL FOR PROPOSALS 2012-2013

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 as a leader in the use of technology for instruction. The focus of this annual call is for 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 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 for competitive proposals are anticipated to be \$400,000.**

Evaluation Criteria

CAC Initiatives funds are intended to benefit the general instructional program and learning environment at Iowa State University. Please refer to the Proposal Review section on page 6 of this document for information about evaluation.

Proposal Preparation

Proposals may originate from students, faculty, or staff, but must be connected to an administrative unit of the university. Collaboration across units is strongly encouraged. 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 involving a joint effort or cost sharing between two or more units must be submitted as a single proposal. All projects must have 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's office, etc.) they plan to submit their proposal to 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.cio.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. 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 no later than **Thursday, March 1, 2012**. 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 Executive Vice President and Provost for approval.
6. It is anticipated that awards will be announced by **May 1, 2012**.
7. Project funds will be available for expenditure from **June 1, 2012 through August 31, 2013** (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, 2013**. 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** (maximum one 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 Method and Plan** (maximum two pages plus appendix)

Discussion of the following points is required in a proposal:

- A. **Purpose:** How will the project 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. Describe how this work will be disseminated at Iowa State.
- B. **Impact on Student Experience:** 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. Proposers are encouraged to have work positively affect as many students as possible. All funded proposals should clearly identify how the project will benefit instructional programs at Iowa State University.
- C. **Cost Efficiency:** Budgets should reflect reasonable costs for the proposed work. 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 monies. While these examples are not required, they are highly encouraged.
- D. **Integration and Sustainability:** Proposals should clearly identify how the proposed project will be integrated and sustained with existing university technology programs. CAC proposal funds are not intended to provide continuing funds for projects. Rather, these funds are to allow innovative and impactful ideas to get started. Successful projects are expected to obtain sustainable funding from other sources following development. All proposals should detail how they will comply with university standards and other policies regarding computing and networking.

3. **Support and Maintenance**

- A. If new or remodeled university facilities will be required by the project, describe how these will be funded.
- B. If the proposed project requires special new technologies, describe how these requirements will be met.

- C. Recurring costs beyond the term of this project will not be supported through CAC Initiatives funding.
- D. Identify how the anticipated costs for support and maintenance will be covered after the termination of this project.
- E. 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 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” (cio.iastate.edu/committees/cac/policies/expenditures.2011-2012.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 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				

*Please be sure to include hazardous materials surcharge of 1.75% on hardware.

**Please provide breakdown of cost such as salaries, benefits, tuition, etc. either as added line items or in footnote.

[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” (cio.iastate.edu/committees/cac/policies/expenditures.2011-2012.pdf).]

Proposal Review

Proposals will undergo a two-stage review process. The review committee will consist of current CAC committee members. If any CAC committee member is listed as a proposer, they will not be involved in any part of the review process as this is a conflict of interest.

Stage 1

All proposals will be scored on a scale from 1 (low) to 5 (high) on:

- Purpose
- Impact on student experience
- Cost efficiency
- Integration and Sustainability

From these scores, finalists will be determined. It is anticipated that 5-10 proposals will be finalists, but this is only an approximation. The final number will be determined taking into account scores, number of proposals received, and available funding.

Stage 2

The finalists will undergo a second review, where the review committee may ask project leads to come in and give a short presentation and answer any additional questions. The committee will thoroughly discuss each proposal and then render a decision on which one(s) to fund.

Proposers will receive feedback in the form of their cumulative scores in each of the four areas above as well as comments, if provided, by reviewers.