

## College of Human Sciences Computation Advisory Committee (CAC)

### CALL FOR PROPOSALS 2018-2019

**DUE 5PM ON MONDAY, September 17, 2018**

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 one time call is for projects that have a broad impact on student use of academic technology and represent innovative uses of technology within the College of Human Sciences (CHS). 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 CHS needs for instructional technology support from CAC Initiatives funds. **Total funds for competitive proposals are anticipated to be \$200,000.**

#### **Evaluation Criteria**

College of Human Sciences CAC Initiatives funds are intended to benefit the general instructional program and learning environment within the CHS at Iowa State University. Each proposal will be evaluated on: Purpose (20%), impact on student experience (40%), integration of current university infrastructure (20%), and budget and budget justification (20%).

#### **Proposal Preparation**

Proposals may originate from students, faculty, or staff, but must be connected to an administrative unit of the College of Human Sciences. **Collaboration across units within the College is strongly encouraged.** In this case, each administrative office will include the collaborative proposal in its prioritized list submitted to CAC. Groups of students with a faculty advisor are encouraged to submit proposals.

Projects involving a joint effort or cost sharing between two or more units within the College 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 dept. chair, etc.) they plan to submit their proposal to and obtain submittal deadlines.

#### **Schedule**

1. Individual proposals should be submitted to Dr. Jenn Plagman-Galvin at [jpgalvin@iastate.edu](mailto:jpgalvin@iastate.edu), copying your faculty/staff CAC representative, by 5:00PM on Monday, September 17, 2018.
2. CHS CAC will review the proposals and make recommendations for funding to the CHS Director of Operations and the Dean.
3. It is anticipated that awards will be announced by **November 5, 2018**.
4. Project funds will be available for expenditure from **December 1, 2018 through August 31, 2019** (or later for projects approved as multiple year projects).
5. 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 **November 30, 2019**. Multiple year projects are expected to submit annual reports until project expenditures.

### **Proposal Format**

Proposals must be created using the formatting rules with the required sections as outlined below. 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) **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 the proposal:***

- a) ***Purpose (20%):*** Why is the proposed project needed for students at CHS? How will the project be innovative for the college? Proposed projects should speak to excellence as a means to provide information technology access and capability for CHS students. Describe how this work will be implemented / disseminated at CHS.
- b) ***Impact on Student Experience (40%):*** The proposal must clearly identify how the project will positively benefit the student body and instructional program at CHS. 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 CHS. While all factors are important, this is the most heavily weighted factor for review. Since CAC monies are paid by all students, the more students

that can attain positive benefits or the greater the impact on any group of students from your project, the more favorably it will be reviewed. Partnering with other departments and units within the College to increase student impact is highly encouraged.

- c) ***Integration with current university infrastructure (20%)***: 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 integrate with current university infrastructure to provide the best opportunity for long-term survivability. All proposals should detail how they will comply with university and CHS standards and other policies regarding computing and networking if applicable.

### 3) **Budget and Budget Justification (20%)** (maximum two pages)

- a) 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. It is highly encouraged to approach your department or unit and attempt to leverage existing monies (e.g., unit CAC, grants, general funds) they may already have. The committee has looked on this very favorably.
- b) All expenditures of student 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 Technology Fee” (<https://www.it.iastate.edu/committees/cac/policies/expenditures.pdf>).
- c) 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.
- d) Prepare a budget using the form from 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.
- e) 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.
- f) A one to two line justification for each line item must be provided. This should briefly describe why the cost is needed for the project.
- g) All or part of a proposal may be funded. CAC reserves the right to make line-item adjustments to a proposed budget.

## **Budget**

Table 1 – Itemized Budget

Description of Item	Number	Unit Cost	Total Cost by Funding Source	
			CAC Initiatives	Other (specify)
Hardware*				
Software*				
Personnel**				
Other				
<b>Total</b>				

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

\*\*Please provide breakdown of cost such as salaries, benefits, tuition, etc. as added rows in the table. 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 can be supported. Tuition will not be provided for graduate students if they are already on appointment.

**Budget Justification**

**Hardware:** *A sentence or two justifying why the cost is needed for the project. For example, “\$xx,xxx us required for desktop computers to run the software to allow ....”*

*List all other categories in budget table with a brief justification.*