

CSM Technology Fee Request for Proposals for Spring 2008 Awards

Part I: Background and Summary of Process and Requirements

Introduction: Technology fee revenues and matching funds are administered through the Technology Fee Committee, which was established to solicit, review, and fund proposals. Technology fee guidelines (available via the Technology Fee Committee web page or in print form from Academic Computing & Networking) contain background information about the technology fee with which you should become familiar. Technology Fee proposals are considered twice per academic year. Proposals submitted by the Fall semester deadline are considered for funding that will allow early Spring semester implementation. Proposals submitted by the Spring semester deadline are considered for funding that becomes available after July 1 so they may be implemented by the beginning of the Fall semester.

Eligibility: Proposals are accepted from any academic program, department, or division; Academic Computing & Networking, the Library, and any official CSM Student Organization including recognized student chapters of professional societies and organizations. Only proposals meeting the criteria outlined in the [Technology Fee Guidelines](#) document can be considered for funding.

Important Dates

Technology fee proposals to be considered this Fall for Spring, 2008 awards
are due by **4:00pm on Friday, November 9, 2007**

Questions about the worksheet, RFP, proposal process, or other committee business can be submitted to the committee via an e-mail to tfchair@mines.edu. Please feel free to seek advice or ask questions of any committee member.

Format and Content: Proposals shall contain the sections as listed below and printed in 10 point or larger font. Each section shall be limited in length as noted. **Proposals that do not follow the required format or do not provide adequate information will be rejected.**

- TECHNOLOGY FEE WORKSHEET / EXECUTIVE SUMMARY (2 pages – complete thoroughly)
- TECHNICAL OR STRATEGIC BASIS FOR PROPOSAL (Maximum two pages)
- EDUCATIONAL AND OTHER BENEFITS THAT WILL ACCRUE (Maximum one page)
- BUDGET DETAILS AND NARRATIVE (Maximum one page)
- SUPPLEMENTARY MATERIALS (as appropriate).

For more detailed information about the proposal format and content sections described above, and the submission process and evaluation criteria, please review Part II and Part III of this document (pages 3 and 4 below).

Special Notes for Spring, 2008 Proposals

- Proposal writers are **encouraged to seek advice and ask questions** of student and faculty technology fee committee members or by sending an email to tfchair@mines.edu prior to writing or submitting proposals.
- Proposal writers should **have proposals reviewed by technical and administrative support staff** of areas that may be impacted. These staff may be asked to comment or provide input to the committee about the impact on their time or responsibilities, or on their organization if the proposal is funded.
- **Plant Facilities** should review any proposal that has significant impact on building infrastructure including room use changes (such as putting a computer lab in a former classroom), remodeling, HVAC impact, additional power requirements, and so forth. Proposals determined to have impact that do not seek this comment and reference Plant impact and improvement costs may be rejected for inadequate preparation.
- Proposal writers are encouraged to **submit departmental or organization technology plans** as a separate document to help the committee understand how departmental plans relate to this proposal.
- The Technology Fee Committee will typically fund proposals only for the current semester or academic year, though exceptions may be considered for special circumstances where the amount is modest and the full amount can be committed from currently available funds. While proposals to acquire resources for multiple years are encouraged, most expenditures are expected to occur near the beginning of the project. The Committee will only award funds available during the current award cycle. The Committee does not wish to constrain future committees and will not commit future revenues or budget that a future committee is expected to manage. The Committee will leave notes for future committees with respect to continuing proposals to communicate its reasoning or recommendations.
- Small to moderate scale **pilot projects are encouraged** to evaluate the viability or impact of a planned proposal that will require significant funding and/or have a significant educational impact on students and/or have a significant operational impact on support staff, faculty, or Teaching Assistant requirements.

Special Requirements, Notes and Instructions

- **Your proposal may be rejected without evaluation if**
 - a. you do not submit the correct 2-page cover sheet (revised *February, 2006*). The correct cover sheet can be downloaded from the technology fee committee web site at <http://www.mines.edu/academic/computer/techfee/>
 - b. you do not complete both pages of the cover sheet thoroughly including its Executive Summary section.
 - c. you fail to submit a proposal body in addition to the cover sheet, leave out substantial portions of the proposal body, your budget worksheet is substantively inaccurate, or if you do not follow the format and content requirements for the proposal body. A quotation for equipment or other resources does **not** constitute or substitute for a proposal body.
- **Review** the document titled "[Advice and Information for Technology Fee Proposal Writers](#)" for important advice and information.
- Proposals that require implementation for the **next field session** should be submitted during the Fall semester for Spring awards. Do not wait until Spring semester to submit such proposals since funding does not usually become available until after July 1
- **Technology Standards:** Requirements or guidelines for projectors have been published and are being developed for other equipment such as electronic whiteboards, switching systems, and student response systems. For further information, see the advice document referenced above or the FAQ section of the Technology Fee Committee web site.
- **Portable projectors and Laptops:** If you are submitting a request for portable projectors and/or laptop computers to be available for checkout by students or faculty for use in class presentations, etc., **a summary inventory of all laptops and projectors available in the department for this purpose must accompany the proposal.** This inventory should identify age of the available items, processor type and memory, and a description of how they are used, assigned, and managed by the department.
- **Clearly describe** equipment that is to be replaced so the committee can fairly evaluate and prioritize requests. Be sure to 1) define the configurations of old equipment, 2) explain why the old equipment should be replaced, 3) identify what will be done with the old equipment (disposal is okay), and 4) identify the support and operating issues associated with retaining the old equipment.
- Educational proposal requests that are **components of a continuing project** should provide assessment data, evaluations, student feedback, and other relevant information. These should be discussed in the body of the proposal.
- **Multiple proposals** submitted by a department or organization must be bundled together and submitted with a memo from the department head or organization chair or advisor that summarizes the relationship of the proposals to department technology needs and strategies. Please also pay close attention to the proposal evaluation criteria below.
- All items requested in a proposal must be related to each other and identifiable through a **common project** (such as a class, course sequence, room, lab type, etc.). Unrelated items must be requested in separate proposals. Proposals with apparent shopping lists of unrelated items may be rejected, ranked low, or be assigned lower funding priority than the same items requested in separate project-oriented proposals.
- Projects that appear to be broken up into separate proposals to apparently reduce funding requests (such as different elements of the same laboratory) will be viewed negatively and may be rejected or receive lower funding priority.
- **Matching Funds:** Although matching funds help to extend the impact of technology fee funds, they are not required. Proposals will be seriously considered whether or not matching funds are committed. It is recognized that departments, organizations, and projects have different levels of resources available to them at different times to help provide technology support for their programs. *Matching funds must be cash funds committed to fulfill a portion of the total purchases to be made if the proposal is funded. Vendor discounts, previous investments and purchases, and faculty or student time do not qualify as matching funds. These types of contributions can be shown in the worksheet column "Other Contributions."* These types of commitments can also be described in the proposal body and executive summary. Allowed exceptions are NSF and other grants where a tech fee request may be a match to another grant. Tech fee funding in these circumstances will be provisional.
- **Proposals requesting reimbursement** of already expended funds will not usually be considered. Exceptions have been granted where tech fee funds are requested to match a committed or recently obtained grant (from NSF or a foundation, for example) or each fund type is used as a match for the other. For these situations, reimbursement for recently ordered or purchased resources may be appropriate. Technology fee awards requested to match planned or pending proposals, if awarded, will be on a provisional basis only. If the planned or pending proposal is not submitted or funded, the technology fee award will be withdrawn. Proposals must be for new or replacement resources. Reimbursement for resources previously ordered or purchased, except as noted above, will otherwise not be considered.
- Submit a **single PDF file containing the worksheet and proposal OR MS-Word DOC files with ONE printed copy (2-sided) of your worksheet and proposal** by the deadline.

General Comments and Guidelines

- The **primary uses of technology fee and matching funds** are expected to be for capital and resource acquisition. Although initial operating and student help funds may be requested, recurring expenditures are expected to increasingly come from other sources.
- **Laboratory facilities:** Maintaining currency in educational laboratory facilities is an important priority for the institution. Proposals requesting laboratory equipment used in the educational program are appropriate and are encouraged.
- Total project budgets (maintenance, upgrades, software, operating) should be included so the committee can best evaluate plans.
- Proposals that seek standard/mainstream resources supportable by existing or planned support-staff resources are encouraged.
- Partial awards or funding may be offered.
- Contact tfchair@mines.edu or any committee member with RFP / worksheet questions or to seek advice.

Part II: Description of Required Proposal Format and Content

TECHNOLOGY FEE WORKSHEET/EXECUTIVE SUMMARY: The two-page *Technology Fee Proposal Worksheet* shall be the cover sheet (*MS-Word*). Proposals submitted with substantive errors or misleading information in the worksheet will not be considered.

Executive Summary: Within the space provided on the first page of the worksheet, the entire proposal shall be summarized. *Complete this section – do not refer the reader to a later section.* This is a critical part of the proposal. It gives evaluators their first impression of the nature and quality of the proposal. It should be brief and written in simple language, so that it can be readily understood. Remember – you are writing for evaluators who are not likely in your area of expertise. This is not the place to argue your case in detail. Excessive information is unnecessary and may be counterproductive. *It may be best to write the Executive Summary after all other sections have been completed, and it should certainly be checked at that stage.* A good Executive Summary contains the following elements:

- a summary of what is being requested/proposed and why;
- the problem that is being addressed, and its relationship to the departmental/organizational long-term computing or technology strategy;
- the benefits that will accrue from implementing the proposal, and
- an explanation of why existing and/or central resources cannot or should not be used to meet the need.

TECHNICAL OR STRATEGIC BASIS FOR PROPOSAL: Within two pages of text, this section defines the importance of this request and how it fits within the computing and/or technology strategy of the department or organization. *This is the heart of the proposal and will form a primary basis for judging its merit.* Again remember that you are writing for evaluators who are not likely in your area of expertise. If necessary, supplemental materials may be submitted to clarify this section (see Supplementary Materials section below). This section should be clearly written to convince evaluators of the merits of the proposal by describing:

- the problem or need,
- the alternative solutions available or considered to address the problem or need,
- any assessment data, student feedback, or statistical data relevant to the proposal,
- technical information (numbers, capacities, characteristics, lifecycle) about the proposed solution,
- the justification for the selected alternative,
- replacement plans and schedule for the resources to be acquired, and
- the disposition of any equipment to be replaced by the resources to be acquired.

EDUCATIONAL AND OTHER BENEFITS THAT WILL ACCRUE: Within one page of text, this section defines the specific educational and other benefits that will accrue to students if this proposal is approved. In addition to summarizing how students will benefit, this section must address:

- specifically who will benefit (eg. all students? undergraduates? specific classes? specific majors?)
- when they will benefit (eg. field camp, junior year)
- how many will benefit during what period. (do not generalize, **be specific – do not double count!**)
 - include a specific list of classes with enrollment estimates by semester where appropriate

The allocation of benefits to students within the department or organization, and to those outside the department or organization, should be clearly specified.

BUDGET DETAILS AND NARRATIVE: Within two pages of text this section shall address:

- a summary of planned expenditures
- support requirements and sources for support,
- plans for leveraging this award to attract other funding, other sources of support for this project or related aspects of this project, any direct matching funds or in-kind contributions related to this proposal, and
- the consequences if the proposal is not funded.

SUPPLEMENTARY MATERIALS: Please provide supplementary materials such as product information, quotes, computing lab plans/maps/design, etc. as appropriate attached to the end of the proposal. If you provide supplementary material, please

- limit what you provide to materials that are relevant to any special requests or justifications you are making, or are particularly helpful or necessary to evaluate the proposal. Basic product information and cost quotes are expected but should be brief.
- insure that price quotations accurately reflect the cost of configurations you are requesting,
- justify unusual equipment or software configurations thoroughly.

Proposal writers are cautioned that evaluators are under no obligation to review supplemental materials. Voluminous supplementary materials are not necessary or appropriate and may be counter-productive. When available, however, a department or organizational strategic plan defining the longer-term expectations for harnessing computing and technology to satisfy program goals and objectives shall be accepted as an appendix. The presence of such a strategic plan should be noted in the narrative.

Part III: Submission Process and Evaluation Criteria

Proposal Submission and Deadline: Proposals with cover sheets and appropriate supplemental information must be submitted electronically, **one PDF file for each proposal** (see tech fee examples web page), by the due date and time. If you submit a PDF file (or files for multiple proposals), then you do not need to submit printed copies. However, ***if you cannot submit a PDF file, then you must submit the cover page and proposal body in Microsoft Word format AND one printed copy by the submission deadline.*** Electronic copies should be submitted via e-mail to ffsubmit@mines.edu. You should not consider your submittal to be complete until you receive a confirmation e-mail indicating it was received. If you do not receive a confirmation within 24 to 48 hours after you submit, then please check the status with Cherie Dardano or Derek Wilson in AC&N. **Proposals to be considered this Fall semester for Spring 2008 awards will be accepted via e-mail or in the AC&N main office (GC 232) until 4:00pm on Friday, November 9, 2007.**

Evaluation Criteria: Specific criteria used by the committee to evaluate proposals include:

- *potential impact on students,*
- *potential impact on the mission and operation of the submitting department, division, or organization,*
- *cost effectiveness (matching requested resources with desired outcomes; quality and appropriateness of request) and Budget (total cost, value),*
- *department/organization commitment to educational use, operation, management, maintenance,*
- *importance of proposal to CSM students and programs.*

The student technology fee and institutional matching contribution (*collectively called technology fee funds*) are important funding components that help provide technology to support educational programs, activities, and infrastructure. The technology fee funds cannot provide for all needs, however, so departments and other eligible organizations are encouraged to seek or develop funding from other sources to support or implement some projects. Leveraging technology fee awards to obtain other grants and resources and/or providing matching fund commitments as part of a technology fee application are good ways to demonstrate commitment and maximize the value of technology fee funds to the campus community. It is recognized that this is not possible or appropriate in all circumstances, however.

Provision of **additional** technical support from department resources (**not** Academic Computing & Networking, **not** the Institution), including student help, will also be considered as demonstrating departmental commitment but should not be identified as matching funds.