

Request for Proposal Technology Resource Fee Committee - 2008 Fiscal Year

This document is to invite the Oregon State University community (students, faculty and staff) to submit proposals to the TRF Committee, who will review and make recommendations to the Provost for a final funding determination. The deadline for proposals is **May 1, 2007 at 5:00PM** with recommendations to the Provost in late May.

Overview of Technology Resource Fee funds: In 1995 the University community recognized the importance of technology for student success in the academic and work arenas. Concerns were great enough that OSU students agreed to add a Technology Resource Fee to their current fee assessments. The purpose of this fee was to improve student access to technology. The first project funded by the initial TRF revenue was the development of a student computer laboratory in the library. Since that time, projects have ranged from expanding, maintaining, and enhancing student access laboratories to developing courses utilizing technology for more effective learning.

Over the years, TRF funds have been allocated by several campus committees and administrators to support a variety of activities, functions, and services. In the latter part of the 1997-98 academic year, a committee was appointed to initiate a call for TRF proposals, review submissions, and make recommendations to the Provost for subsequent funding.

GOAL

The goal of TRF fund use is to maximize student learning at OSU through information technologies.

ASSUMPTIONS AND GUIDELINES

- The guidelines are not a reflection of institutional priorities, but rather the priorities for these specifically focused student funds.
- No projects will be funded that are not fully accessible to individuals with disabilities.
- All acceptable proposals will be considered for funding within the TRF funding guidelines.
- Although a particular proposal may be high within the TRF guidelines, funding is not assured. Additionally, there may not be adequate funding to meet all needs on campus.
- Many central student technological needs have benefited from TRF funding, however the TRF Committee encourages proposals that go beyond foundational requests and explore innovation.

The TRF funding guidelines are:

- A. acquisition, maintenance and operation of personal computers/student related technology items in student labs
- B. incremental network/communication infrastructure costs required to create or upgrade student computer labs/enhanced classrooms
- C. payment of wages for students who operate help desks, or provide consulting assistance in student computer labs/enhanced classrooms OR the training and wages of unclassified/classified staff who provide the same type of services
- D. providing e-mail and minimal electronic storage space for students
- E. offering workshops and courses to enhance student use of existing informational technologies used on campus
- F. providing audio/visual/multimedia support of student projects/presentations
- G. construction/refurbishment of space for student computer labs

Proposal Submission:

Proposals for TRF funding must be submitted electronically through the TRF Proposal Submission site at <http://oregonstate.edu/trf/submit/>. ONID username and password are required to access the site. For information regarding ONID, please visit <http://www.onid.orst.edu/>. The TRF Proposal Submission site will collect the required information and build the final proposal. A checklist to assist you during the process is available at <http://oregonstate.edu/trf/>. The web site also features short summaries of successful Technology Resource Fee awards for prior fiscal years. This gives a perspective of the size of awards, and the type and nature of projects receiving TRF funds.

After your proposal is built, you may use the "Export to PDF" feature to create a hard copy. In addition to the electronic submission, you are required to submit one signed hard copy to:

TRF Committee
c/o Melissa Maloney, Information Services
Administrative Office, 121 The Valley Library

The following information will be collected when you are building your proposal:

- Project Title
- College / Unit / Department / Organization
- Project Location
- Proposed Start Date of Project, If Funded
- Proposed Completion Date of Project, If Funded
- Responsible Personnel
- Department Index and Activity Code for Fund Transfers, If Funded [Note: TRF expenditures will be from a unique index in the TRF, but this departmental index will be used when expenditures exceed the TRF approved allocation.]
- Funding Guideline Identification (A-G)
- Summary description of the project (100 word limit)
- Project Rationale (1000 word limit)
- Which student population will be served? How many will be impacted within the next academic year?
- Is the project accessible to students with disabilities? If not, what resources are needed to make it accessible?
- When will the project be available for student access?
- Indicate any student involvement with project implementation.
- Is this proposal for a project that is currently funded by TRF funds? If yes, describe briefly previous funding received and assessed outcomes.
- What expertise is available in the unit to implement this project?
- What infrastructure or services need to be available for this project to be successful? (Personnel, Facilities, Hardware/Software, etc.)
- Does this infrastructure currently exist? [Note: For Student Computing Facilities [labs] and enhanced classrooms, there must be some documentation [email, letter, memorandum] that the IS SCF or Enhanced Classroom Support staff were consulted, and that there are no fatal flaws in the proposal.] This consultation may involve charges by IS to the department/unit preparing the proposal. These costs may be built into the proposal budget. IS contact is Rick Brand 7-3816.
- How will this project enhance student learning?
- How will the project be assessed / evaluated? (Specific details are required, including how this will enhance student learning / clear outcomes.)
- What continuing funding will be required, and from what resource?
- Describe your upgrade/replacement plans
- Provide a detailed budget showing how funds are to be spent.
- Are there other (unit, private) funds that are a part of this project? If so, please include these funding sources in your budget.
- Additional budget explanation, if appropriate.
- Proposal Signatures: (*)

* All proposals require the signature of the appropriate Dean, Vice President, or Vice Provost. Other required signatures include the Responsible Party (person actually doing the project) and Department or Unit Heads (*If the proposal is submitted by a student or student organization, there must be a signature of a faculty sponsor, and a Departmental/Unit Head signature.)

** For colleges/units/student organizations submitting multiple proposals – project priority level will be requested by the committee (i.e., a numerical priority ranking by the Unit Head of this proposal as it relates to all TRF proposals submitted by the Unit. In the case of multiple proposals from a college, the ranking must be by the Dean.) (This will be one factor in the committee deliberation, but not the sole factor.)

- **For additional information, contact Jim Corbett, Chairman 737-2526; jim.corbett@oregonstate.edu**
- **For technical questions regarding electronic submission, contact Herb Vloedman, 713-3553; herb.vloedman@oregonstate.edu**