Divisions of Arts, Humanities and Social Sciences

Request for Proposals
Tech Fee Funds Distribution
Winter 2012

Deadline for Submissions: February 14, 2012

The Elected Faculty Committee of the Divisions of Arts, Humanities and Social Sciences is once again soliciting proposals for funding of student-oriented technology acquisitions. Interested faculty members are invited to submit proposals for funds to acquire equipment, hire technical personnel, or otherwise implement or enhance technology in their departments and classes.

Since the funds to be awarded come from the technology fees paid by the students, proposals must involve technology that directly affects students in classes, as for instance for use in a lab. Funding will not be awarded for equipment or services that will be used solely or primarily by faculty or staff members, including faculty computers used to present to students.

Proposals should be coordinated and submitted through your department chairperson. Departments may submit multiple proposals (and generally should if various items are unrelated to each other), but any items that depend on each other for implementation or effectiveness should be submitted on a single proposal.

Proposals should contain the following elements. Proposals that lack this information may be returned to the department for clarification or may be rejected:

1) Name of the Department submitting the proposal and signature of approval from the Department Chair.

2) Name, phone and email of person or people to contact for information about the proposal.

3) A brief description of the proposal, listing in general what is to be acquired and where it is to be purchased.

4) A description of how the funding of the proposal will affect the program.
   a) How many students does the proposal affect?
   b) What part or what percentages of the program and individual courses in it will this request impact?

5) Please prioritize your requests if you are requesting funds for more than a single acquisition. List which item is most important, second most important, etc.
   a) How separable are the proposal elements?
   b) Is the proposal time critical?

6) An itemized cost breakdown of the proposal, including a list of the equipment to be purchased, resources hired, etc. and cost for each item. Please include where the prices were obtained and how recently. Please be as accurate as possible in your costing, as the award amount may be based on this pricing and any shortfall when orders are actually placed may have to be made up by the requesting department.

Submit electronic proposals to: Ginni Ishimatsu in the Dean’s Office by 2/14/2012