SPECIAL FALL 2010 CALL FOR LARGE PROJECT PROPOSALS

The goal of this special call for proposals (CFP) is to fund one or two projects that will maximize impact on the student experience through the use of technology at Iowa State University. Funding is expected in the range of $200,000 to $400,000 per project over the period of the award.

Evaluation Criteria

Evaluations of proposals will be based on the Project Overview and Expected Benefit section of the proposal (#2 on page 2 of this document).

Proposal Preparation

Proposals may originate from students, faculty, or staff, but must be connected to and endorsed by an administrative unit of the university.

Projects which involve a joint effort or cost sharing between two or more units must be submitted as a single proposal. All projects must be headed by 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 the proposal.

Schedule

1. Proposals should be submitted to the appropriate Dean or administrative officer by October 1, 2010.

2. By October 15, 2010, the Deans or administrative officers will forward to admin-cac@iastate.edu:
   a. One signed electronic copy of each approved proposal, and
   b. A ranking of all submitted proposals.

3. Each unit may submit multiple proposals if they desire. The ranking process is to be determined internally by each unit. It is not required that a unit submit all proposals they receive from investigators. Through their own internal ranking process, units may eliminate some proposals prior to submission to CAC, if they choose. Questions about the CFP or process may also be sent to admin-cac@iastate.edu.

4. Finalists will be invited to the November CAC meeting to present their proposed ideas.
5. It is anticipated that awards will be announced early December 2010.

6. Project funds will be available for expenditure from the date of announcement through the award end date.

7. The project leader is responsible for submitting an annual project report detailing the expenditure of funds and how the project met its goals and objectives by September 1 of each year.

Proposal Format

Proposals that do not comply with the preparation instructions may be returned and not evaluated. Proposals should be short, concise and in an outline format, according to the following structure.

1. Cover Page

   A. Project Title: A descriptive title of 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. Approving Administrative Unit(s): List the appropriate College and Vice President unit(s) and include the signature of each administrator.
   
   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.
   
   F. Total CAC Funding Requested (by year if multi-year proposal) and list any match and/or cost sharing.

2. Project Overview and Expected Benefit (Please limit to two pages plus appendix.)

   Describe the proposed project in general terms. Describe how the project will benefit Iowa State students generally. Describe the expected benefit to the overall program or learning environment at ISU. Describe any cost-efficiency measures the proposal contains. Describe how the proposed project will integrate with the existing facilities, computer environment, and network at ISU. Supporting information beyond the two pages may be included in a short appendix.

   The following points should be addressed:

   A. Purpose: Description and intended purpose for all project expenditures.
B. **Impact on Student Experience:** The proposal must clearly identify the impact on student experience through the use of technology. Proposals are encouraged to include evidence of student interest and support for the project. Although some students may benefit more than others from a proposed project, the facilities and services funded through CAC must be available to the student body at large.

C. **Toward Excellence:** Proposed projects should speak to excellence as a means to provide information technology access and capability for Iowa State University students. CAC funding for this call is designed to encourage both students and faculty to implement state-of-the-art technology opportunities.

D. **New Technologies:** If the proposed project requires special new technologies, describe how these requirements will be met.

E. **Facilities:** Identify existing university facilities that would be needed for the proposed project.

F. **Integration and Sustainability:** Proposals should clearly identify how the proposed project will be integrated and sustained with existing university technology programs. All proposals must detail how they will comply with university standards and other policies regarding computing and networking.

G. **Cost Efficiency:** 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 Initiatives expenditures.

3. **Support and Maintenance**

   A. If new or remodeled university facilities will be required by the project, describe how these will be funded.

   B. Recurring costs beyond the term of this project will not be supported through CAC funding.

   C. **For this call and associated CAC support only:** Requested funding for personnel involved in course and software development may include faculty, P&S staff, or other permanent or budgeted employees as well as undergraduate and graduate students working on the proposal. 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” ([it.iastate.edu/cac/policies/expenditure.pdf](it.iastate.edu/cac/policies/expenditure.pdf)). Please note the exception as stated in 3C.

   A. Prepare a table similar to Table 1 (below) to identify the costs and proposed source(s) 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 the Computation Advisory Committee (CAC).

C. All or part of a proposal may be funded. CAC reserves the right to make line-item adjustments to a proposed budget.

D. Please provide a budget justification. This would include a breakdown of requested personnel support.

Table 1. Itemized Budget
(Costs for the Entire Project)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Number</th>
<th>Unit Cost</th>
<th>Total Cost by Funding Source</th>
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<td></td>
<td>CAC Initiatives</td>
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<td>Hardware</td>
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<td>Software</td>
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<td>Personnel*</td>
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<td>Other</td>
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<td>Total</td>
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*Please itemize by position (faculty, staff, graduate students, undergraduate students and benefits).