CALL FOR PROPOSALS
The CALS Technology Advancement Committee (TAC) invites proposals from faculty, staff, and students for improving technology that benefits student learning. Proposals are due by March 25th. Send proposals to Gaylan Scofield, TAC Chair, 0004 Curtiss Hall, ggs@iastate.edu.

Proposal Format
Proposals must be created using the format as outlined below. Proposals that do not comply with the preparation instructions may be returned and not evaluated.

1. **Cover Page (maximum one page)**
   - Project Title: A descriptive title in 15 words or less.
   - Proposer(s): List the names of the faculty, staff and students who developed the proposal.
   - Proposing Unit(s): List the units involved in developing this proposal.
   - 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 one page)** Discussion of the following points is required.
   - **Purpose (20%)**: Why is the proposed project needed for students in CALS? 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 CALS students. Describe how this work will be implemented / disseminated in the college.
   - **Impact on student experience (40%)**: The proposal must clearly identify how the project will positively benefit the student body and instructional programs in the college. Proposals are encouraged to include evidence of student interest and support for the project. Proposers are encouraged to design projects that will positively affect as many students as possible. All funded proposals should clearly identify how the project will benefit instructional programs within the college. While all factors are important, this is the most heavily weighted factor for review. Funding for these grants comes from Student Computer Fees paid by all students. Therefore, the more students that can attain positive benefits, the more favorably it will be reviewed. Partnering with other departments and units within the college to increase student impact is highly encouraged.
   - **Integration with current college infrastructure (20%)**: Proposals should clearly identify how the proposed project will be integrated and sustained with existing university and college technology programs. TAC 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 and college infrastructure to provide the best opportunity for sustainability. Proposals should explain how they will comply with university standards and other policies regarding computing and networking if applicable.

3. **Budget and Budget Justification (20%) (maximum two pages)**
   - 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 TAC funds. It is highly encouraged to approach your department or unit and attempt to leverage existing funds. Traditionally, the committee has looked on this very favorably.
   - 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..."
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 TAC until they are expended.

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.

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.

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

### Budget

**Table 1 - Itemized Budget (Costs for the entire project rounded up to nearest dollar)**

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Number</th>
<th>Unit Cost</th>
<th>TAC Funds</th>
<th>Other Funds</th>
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</thead>
<tbody>
<tr>
<td>Hardware*</td>
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</tr>
<tr>
<td>Software</td>
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<td>Personnel**</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

*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.

### Budget Justification

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

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

### Evaluation of Proposals

The review committee will consist of current TAC members. If any TAC member is listed as a proposer, they will not be involved in any part of the review process as this is a conflict of interest.

All proposals will be reviewed based on:

- Purpose (20%)
- Impact on student experience (40%)
- Integration with current college infrastructure (20%)
- Budget and Budget Justification (20%)

Proposers may be asked to come to a TAC meeting and give a short presentation and answer any additional questions. The committee will thoroughly discuss each proposal and then render a decision for funding.