

Mines Technology Fee Request for Proposals for Fall 2017 Awards

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. The revised Technology Fee Guidelines (rev. 3/2017; available via the [Technology Fee website](#)) contain important information with which you should become familiar. Technology Fee proposals are considered twice per academic year. Funded proposals submitted by the Fall semester deadline will allow early Spring semester implementation. Successful proposals submitted by the Spring semester deadline provide funding that becomes available after July 1.

Eligibility: Proposals are accepted from any academic program, department, or division; Computing, Communications and Information Technologies (CCIT), the Library, and any official Mines Student Organization, including recognized student chapters of professional societies and organizations. Only proposals meeting the criteria outlined in the *Technology Fee Guidelines* will be considered for funding.

Important Dates Technology fee proposals to be considered this Spring for Fall, 2017 awards are due by **4:00pm on Friday March 24, 2017**. Questions about proposal worksheets, process, or other Tec Fee related concerns 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.

Guidelines and Instructions

Updated Spring, 2017: Due to recent increases in the number, value, and nature of the proposals for Technology Fee funding, the following clarifications to *Authorized Uses of Technology Fees* (below) and *Prohibited Uses of Technology Fees* (below) are provided:

- 1) Proposals should focus on funding for *technology*. Many proposals are submitted that, while they support the student academic experience and may potentially increase opportunities for student learning, are not related to the original purpose of this fee, which was to support enhancements around technology.
- 2) Priority will be given to proposals that have a positive impact to the largest number of students. Note that to have impact, students must have broad access to the resources being funded.
- 3) Proposals should focus on initial, capital investments of technology resources. Ongoing operational costs such as licensing fees, consumables, etc. will receive lower priority for funding and may not be considered.
- 4) Matching funds – both direct and “in-kind” are encouraged and will increase the favorability of the proposal.
- 5) If more than one proposal is submitted from a department, the department head must submit a priority order for consideration of all submissions from the department.
- 6) Department Heads (and Deans, where appropriate) should be aware of and approve proposals. Letters of endorsement of proposals will be viewed favorably.
- 7) The stated impact of the proposal must be accurate and honest. Misrepresentation of potential impact to students will result in rejection of proposal and may have a bearing on consideration of future proposals from the department.
- 8) The Tech Fee Committee reserves to right to follow up on funded proposals to ascertain the resulting impact to students.

Additionally:

- Proposal writers are **encouraged to seek advice and ask questions** of Committee members or by sending an email to tfchair@mines.edu prior to writing or submitting proposals.
- Proposal writers must **have proposals reviewed by technical and administrative support staff** of areas that may be impacted. These staff may be asked by the Committee to comment or provide input. Quotes for Approved Computer Laboratory Proposals shall be provided by the CCIT Lab Team (ccitlabs@mines.edu)
- The offices of **Design & Construction** and **Facilities Management** must 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, etc.
- Proposal writers are encouraged to **submit departmental or organization technology plans** as an appendix to help the Committee understand how departmental plans relate to their proposal.
- The Committee can not commit future Tech Fee revenues, so proposals that are an initial investment that may require future funding can not and should not depend on future Tech Fee revenues for funding of subsequent proposals. Recurring proposals related to the same project may not be viewed as favorably as new proposals.
- Small to moderate scale **pilot projects** to evaluate the viability or impact of a planned proposal are encouraged.
- **Your proposal may be rejected without evaluation if:**
 - You do not thoroughly complete and submit the correct 2-page cover sheet (the correct cover sheet can be downloaded from the Tech Fee web site) and/or
 - If using the Full Proposal Form, you fail to submit a proposal body in addition to the cover sheet, leave out substantial portions of the proposal body, submit a substantively inaccurate budget form, or do not follow the format and content requirements for the proposal body.
- **Review** the FAQ on the Tech Fee website for additional tips on proposal writing.
- Proposals that require implementation for the **next field session** should be submitted during the Fall semester for Spring awards.
- **Technology Standards:** Vendor, model and interface consistency are important when considering purchase of projectors, document cameras, switching equipment and other classroom technologies. Please consult with CCIT Audio Visual staff (ccitlabs@mines.edu) to ensure the technology specifications in your proposals meet current standards.
- **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., please note why CCIT resources are not sufficient to meet your needs.
- **Clearly describe** equipment that is to be replaced so the committee can fairly evaluate and prioritize requests. Include 1) configuration of old equipment, 2) reason for replacement, 3) proposed treatment of the old equipment (disposal is okay), and 4) support and operating issues if 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.
- It is expected that the appropriate Department Head and Dean are aware of proposals being submitted and have approved them.
- **Multiple proposals** submitted by a department or organization must be accompanied by a memo from the Department Head or organization chair or advisor that provides a prioritized ranking that reflects department technology needs and strategies. Submit one file for each proposal. Please do not bundle multiple proposals into a single file.
- 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. “Shopping Lists” of large numbers of loosely-related items will not be funded.
- In an effort to provide the Committee with the option of funding some but not all of a proposal, it is preferred that a single proposal be submitted identifying those components of the project that could be funded independently. Clearly indicate which budget items are of the highest priority and which could be deferred and resubmitted in the future.

- **Matching Funds:** Both direct and “in-kind” matching funds will increase the likelihood of your proposal being funded. Committed 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 form 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; funding in these circumstances will be provisional.
- **Proposals requesting reimbursement** of already expended funds are generally not considered. Exceptions have been granted where Tech Fee funding is requested to match a committed or recently obtained grant (from NSF or a Foundation, for example). For these situations, seek advice from a Committee member or by sending email to tfchair@mines.edu.
- The **primary uses of technology fee and matching funds** are for capital investment in technology and not operational needs (e.g., “consumables”). Although initial startup funds may be requested, recurring expenditures are expected to come from other sources. This is particularly true in the case of software purchases, where the expectation is that subsequent costs will be paid for via other funding sources.
- To clarify references in the *Technology Fee Guidelines* to funding furniture, the Committee will only consider funding furniture (such as tables and chairs) for new computer labs or to add capacity to an existing lab. For computer lab furniture upgrades or replacement, the Committee suggests proposal writers seek other sources of funding such as the Classroom Equipment fund, the Classroom Improvement portion of the Academic Construction Fee, or departmental funds.
- Laboratory facilities: Proposals requesting laboratory equipment used in the educational program will be considered but may receive a lower priority.
- Total project budgets (maintenance, upgrades, software, operating) are helpful and should be included.
- Proposals that seek standard/mainstream resources supportable by existing or planned support-staff resources are encouraged.
- Partial awards or funding may be offered.

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 (examples can be viewed on the Tech Fee web site), by the due date and time. If you cannot create a PDF file, contact tsubmit@mines.edu for assistance. PDF files should be submitted via e-mail to tsubmit@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 2 business days after you submit, then please check the status with Mike Erickson or Sara Schwarz in CCIT. Proposals to be considered this Spring semester for Fall 2017 awards will be accepted via e-mail to tsubmit@mines.edu until 4:00pm on Friday, March 24, 2017.

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

The extent of access and the number of students who benefit.

Alignment with the “Acceptable Uses of Technology Fees” guidelines, particularly around technology

Contribution of direct or “in-kind” matching funds.

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 Mines students and programs.

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 departmental commitment and maximize the value of Technology Fee funds to the campus community.

Provision of **additional** technical support from department resources, including student help, will also be considered as demonstrating departmental commitment but should be identified as “Other Contributions” in the budget.

Format and Content

If you are requesting less than \$5,000, you should submit only the two-page ***Abbreviated Technology Fee Proposal Worksheet***. If you are requesting funds to replace/refresh a previously Tech Fee funded computer lab, complete the ***Technology Fee Approved Computer Lab Proposal*** form. Quotes for this form must be obtained from the CCIT Lab Team (ccitlabs@mines.edu). For both the abbreviated and lab forms make sure you include a complete Narrative and Justification section.

All other requests must use the ***Technology Fee Proposal Worksheet*** form described below, and include a full proposal body that contains the sections listed below and printed in 10 point or larger font. Each section shall be limited in length as noted. The committee reserves the right to reject proposals that do not follow the required format or do not provide adequate information, including quotes.

- TECHNOLOGY FEE FORM / EXECUTIVE SUMMARY (2 pages – complete thoroughly)
- TECHNICAL OR STRATEGIC BASIS FOR PROPOSAL (Maximum 2 pages)
- EDUCATIONAL AND OTHER BENEFITS THAT WILL ACCRUE (Maximum 1 page)
- BUDGET DETAILS AND NARRATIVE (Maximum 1 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 below information along with the Submission process above.

Description of Required Proposal Format and Content for Full Proposals

TECHNOLOGY FEE FORM/EXECUTIVE SUMMARY: The two-page *Technology Fee Proposal Worksheet* shall be the cover sheet. Proposals submitted with substantive errors or what is determined to be misleading information in the form will not be considered.

Executive Summary: **Within the space provided on the first page of the form,** the entire proposal shall be summarized. *Provide an inclusive Summary – do not refer the reviewer to a later section.* It should be brief and written in simple, jargon-free language. Remember – you are writing for reviewers who may not be knowledgeable in your area of expertise. A good Executive Summary contains the following elements:

- A summary of what is being requested/proposed and why.
- A description of the problem that is being addressed, and its relationship to the departmental/organizational long-term technology strategy.
- The benefits that will accrue from implementing the proposal.
- 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 the request and how it fits within the computing and/or technology strategy of the department or organization. ***This section forms the primary basis for judging the proposal's merit.*** Use simple language. If necessary, supplemental materials may be submitted to clarify this section (see Supplementary Materials section below). Please include the following:

- Identify 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.
- 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 (e.g., all students? undergraduates? specific classes? specific majors?).
- When they will benefit (e.g., field session, junior year).
- How many will benefit during what period (be specific).
 - Include a specific list of classes with enrollment estimates by semester where appropriate.
- Consequences if the proposal is not funded.

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 one page 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.

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

- 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 required but should be brief.
- Ensure that price quotations are current and accurately reflect the cost of configurations you are requesting.
- Justify unusual equipment or software configurations thoroughly.
- Avoid including voluminous supplementary materials.
- Computing and technology strategic plans for the department or organization are encouraged.