
New Technology Fee Project Proposal - SAMPLE Template

Description:

CHANGING THE TEACHING AND LEARNING PARADIGM THROUGH THE USE OF TECHNOLOGY

** SAMPLE PROPOSAL TEMPLATE **

REQUEST FOR PROPOSALS

In 2002, the State System's Board of Governors established a technology fee for the purposes of (1) enhancing student-learning outcomes; (2) providing equitable access to technology resources; and (3) ensuring that graduates are technologically competitive. Shippensburg University collects this fee annually, with the vast majority of the fee set aside for the support and renewal of previously funded projects and ongoing costs. There will be a total of \$_____ available for new technology projects in the following categories:

Funding Categories

Improving Learning through Use of Technology

This category is for those proposals addressing an innovative use of new or existing technology for enhancement of the students' learning experience. Proposals must address how the requested technology will be used in creative ways to enhance the students' learning experience.

(a.) Innovative: for new or emerging technology, or use of existing cutting edge technology in new and unique ways to enhance learning opportunities

(b.) Library databases and subscriptions: for those databases and subscriptions for specific academic departments and disciplines

(c.) Instructional facility support: for smart carts, Brightlinks, etc., those items that are used for computer projection

(d.) Computer lab support: specialized hardware, software, etc.

Scientific-intensive Equipment

This category is for proposals for scientific equipment with significant digital components. Proposals can include entirely new equipment or the contracts, maintenance, upgrades, augmentation, and/or replacement of existing equipment.

New or Significant Augmentation of a Teaching Facility

Proposal must address the complete design, implementation, and use of a new or augmented technology for enhanced classroom/teaching facilities. For existing projects, proposals must demonstrate current student impact to justify significant augmentation.

Submission of proposals

Please submit one proposal per project, utilizing the new Tech Fee Proposal online application. Incomplete proposals will be returned to the proposer.

For questions about current technologies that may be available to meet your students' needs, impact on infrastructure, or facilities concerns, please feel free to contact:

Jamie Rhine (x1260) in Technology Services
Matt Dominick (x1451) in Facilities Management

For questions regarding the tech fee proposal process, or for assistance filling out the proposal application, please contact Misty Gruver (x1403) in Technology Services.

Submission Procedure: Please note, all submissions ***must*** make use of the Tech Fee Proposal online application in the InfoReady system before a project can be included in the review and ranking process. The online application will allow you to attach any supplemental documents that you have created or wish to reference. Contact us if you need assistance in scanning supplemental documents to include with your proposal.

Deadline for submission of proposals is _____ at 12 Noon. After your proposal is received, it will be sent to your college dean or division vice president for approval and/or ranking before it will be considered by the review committee.

Note to Deans and colleges: After submission of proposals from your college, you will be asked to indicate your project priorities.



InfoReady Review

New Technology Fee Project Proposal - SAMPLE APPLICATION

Use the form below to submit an application on behalf of any applicant who is already a user in InfoReady Review.

Select Applicant ▼

Applying as a Proxy for an Applicant

* indicates required

I am applying as a Proxy on behalf of the following Applicant:

*Enter Email Address or

*Select Application:

Include me on all emails related to this application.

Personal Details ▼

*Applicant First Name:

* indicates required

*Applicant Last Name:

*Email Address:

*Phone Number:

*Primary Organization(s):

Project Co-Applicant ▼

***2. Academic Program(s) to be enhanced by the proposed project:**

Source

Styles Format

Words: 0, Characters: 0

***3a. What course(s) would be enhanced by this proposal? (Please include course number and name, frequency of offering, elective or core, and number of students impacted):**

Source

Styles Format

Words: 0, Characters: 0

***3b. Describe the relationship of the proposed project to the curriculum:**

Source

Styles Format

Words: 0, Characters: 0

***3c. How will this proposed project provide equitable access to technology resources?:**

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***3d. How will this proposed project ensure that graduates are technologically competitive?:**

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***4. Proposed locations of the classroom or lab to be equipped (Please include a description of any modifications necessary as well as any impact on current room usage):**

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***5a. Clearly articulate the student learning outcomes that are expected to be achieved by this proposed project:**

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***5b. How will those student learning outcomes be assessed and integrated with the department's assessment plan?:**

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***6a. How will partial funding of the requested items effect the proposed project?:**

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| <input type="text"/> | | | | | |

Words: 0, Characters: 0

***6b. What funding sources has your department identified for the funding of any ongoing consumables?:**

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Words: 0, Characters: 0

Comments to the Administrator(s):

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Upload Files ▼

* indicates required

***Tech Fee Budget Appendix**

Please download the attached **Tech Fee Budget Appendix**

(<https://ship.infoready4.com/PlatformServicesV2/Commons/getDocument/Technology%20Fee%20Proposal%20documentName=d1b84beb-f7d3-4650-984b-8a660d559d7d.docx&applicationId=7>), and upload completed form.

The budget appendix should include an itemized list of project components, their associated costs, and any ongoing No file chosen

***File Input:**

Appendices

Please upload any applicable price quotes, product information, or supporting documentation relevant to the project proposal.

File Input: No file chosen

Appendices 2

Please upload any applicable price quotes, product information, or supporting documentation relevant to the project proposal.

File Input: No file chosen

***Tech Fee Budget Appendix**

Appendices 3

Please upload any applicable price quotes, product information, or supporting documentation relevant to the project proposal.

File Input: No file chosen

Appendices 4

Please upload any applicable price quotes, product information, or supporting documentation relevant to the project proposal.

File Input: No file chosen

Appendices 5

Please upload any applicable price quotes, product information, or supporting documentation relevant to the project proposal.

File Input: No file chosen

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left). Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications from the competition system.

Technology Fee Budget Appendix

Proposed Budget:

List the equipment and software being requested, be sure to prioritize and group the list so that the committee can make partial project recommendations. (Ex: If a project has 5 pieces (pieces A – E) and buying piece A without piece B would not be viable, then group pieces A and B together in the prioritized list. If you are requesting more than one of a particular item, but could make use of a subset if the full amount cannot be funded, break that item into 2 lines, giving the minimum amount a higher priority than the rest, and elaborate on that in the partial funding section (A..))

| Item Description | Life Expectancy (Yrs.) | Quantity | \$ Each | \$ Total | Priority |
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| Total Amount Requested | | | | | \$ |

**Please upload any available quotes in your Tech Fee application as instructed.

Please list any warranties, as well as ongoing maintenance fees or service agreements associated with this project.

| Item Description | Included in Initial Purchase? | Terms of Agreement (Yrs.) | Beginning Year | \$ Total | Priority |
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| Total Amount Requested | | | | | \$ |