Request for Proposals 2004-2005
GUIDELINES

Student Technology Fee

The Student Technology Fee (STF) Committee has decided to continue using the Institutional Effectiveness (IE) format that was adopted last year for STF proposals. The only change in the format is placing the “Assessment” section after “Strategies” instead of at the end. Again, this year there is a single category for all STF proposals. Please read the guidelines below in planning your proposal.

Planning Your Proposal

In planning your proposal please be aware of the criteria that the STF Committee uses in evaluating proposals. Successful proposals should demonstrate breadth, depth or innovation and efficiently use the STF for the benefit of students.

1. Breadth - Proposals that can meet the technology needs of large numbers of students are desirable.

2. Depth - Proposals that can meet the technology needs of students in depth are desirable. Depth is a measure of the impact on the proposed technology on the learning outcome of the students. Proposals which affect a small number of students should provide evidence that the requested technology is vital to student learning.

3. Innovation - Proposals that offer UNO more innovative uses of technology are desirable.

4. Efficiency - Proposals must calculate the dollars requested per student benefited and demonstrate every effort to maximize the student benefits. Please note the Assessment Tools section of this document to see how to implement this.

Eligible Units:

STF proposals will be accepted from the following institutional units: The Library, The College of Business Administration, The College of Education and Human Development, The College of Engineering, the College of Liberal Arts, The College of Sciences, The College of Urban and Public Affairs, University Computing and Communications, Metropolitan College, Division of Student Life, Department of Athletics and Academic Affairs. Proposals from departments/subunits under these units will be routed to these units where a committee of the unit that includes student representation will rank them. The STF committee encourages proposals from all campus units. If your unit/department is not listed above it will be routed to the STF committee and will be reviewed by the committee.
In addition, proposals from students are encouraged. STF proposals from students that fit into a single institutional unit given above will be routed to that unit. Student proposals that do not fit into a single institutional unit given above will be routed to the Student Government (SG). The SG may submit proposals directly to STPIG.

Procedure:

All proposals must be submitted using the on-line application. As mentioned above, the format of the proposal matches the style of the University IE plan, so please review the guidelines and example proposal given below before beginning the application process. Completed proposals will be forwarded to the appropriate unit head or the SG. The unit heads or SG President will forward the proposals to a committee within the unit that will rank all proposals originating within the unit. This committee must have student representation. All proposals and rankings will be forwarded to STPIG and the STF Committee. The STF Committee will make recommendations on funding to STPIG who, in turn, will make recommendations to the Provost. The decision to fund or not fund specific proposals rests with the Provost.

Format:

The format of STF proposals now closely follows the format of the University IE plan.

**Goal** – A goal is a complete sentence describing the broad, long-term goal of the proposal. Proposal writers are encouraged to examine the current IE plan for the unit to identify existing goals of the unit to which the proposal applies. If such a goal is identified it should be taken from the IE plan and identified as such (see example below). If no such goal exists in the current IE plan, then a new goal should be given in the STF proposal. This new goal does NOT need to be added to the unit/department’s IE plan. Strong proposals for STF funds will not be declined because the stated goal is not in the unit’s current IE plan. Note that the goal should address the educational mission of the unit, if possible.

Examples:

Goal 1. The Department will increase student retention. (Goal 5 of IE Plan)

or

Goal 1. The College will provide access to students for off-campus recruiters. (New goal)

**Objective** – A measurable objective of the proposal that fits within the stated goal must be given. Again, the objective should fit within the educational mission of the unit. The objective must include a time frame over which the objective is to be measured.

Examples:
Objective 1.1. Achieve retention rate of majors who have completed the freshman sequence to at least equal to the overall University retention rate by implementing mandatory computer-based tutorial sessions for all freshman sections by Fall, 2006.

or

Objective 1.1. Provide all majors training in advanced microscope techniques by incorporating a digital microscope laboratory project into a senior-level lab course by Spring, 2006.

or

Objective 1.1. Increase student use of the open computer lab by 10% in FY2006.

**Strategies** - A list of strategies needed to meet AND MEASURE the objective as related to the requests in the proposal must be given. The strategies should indicate the proposal writer has considered the steps necessary to successfully reaching the objective. Any proposals that involve the allocation of physical space or other departmental or academic resources must address and resolve those issues in the strategy section.

Example:

Strategy 1.1.1. Contact microscope vendors and arrange demos.
Strategy 1.1.2. Request drop of five new Ethernet drops in lab.
Strategy 1.1.3. Submit requisition for microscope.
Strategy 1.1.4. Submit requisition for five new computers.
Strategy 1.1.5. Arrange vendor installation of microscope.
Strategy 1.1.6. Install computers and software.

**Assessment** - A list of tools that will be used to assess whether the stated objective was met. Note that the objective, and therefore the assessment, should be related to educational goals rather than project completion. Also, the Assessment MUST include a projected efficiency as measured by the total cost of the project (including all cost sharing) divided by the number of students affected.

Examples:

Assessment Tool(s): Majors freshman retention rate.
Efficiency: $50,000 requested / 1000 students in all sections per year = $50/student.

or

Assessment Tool(s): Enrollment in Advanced Microscopy class.
Efficiency: $15,250 requested / 50 students per year = $50/student. = $305/student
NOTE: All units receiving STF funds will be required to submit a report indicating both the expenditure of funds and the completed assessment. The STF Committee anticipates that funded proposals should be ready for student participation in the Fall semester following the notification of the award. Assessment should begin in that semester and be completed by the following Fall semester. Final reports, including both fund expenditures and assessment results, will be due in the middle of the Fall semester. Care should be taken in the choice and timing of the assessment to ensure that an adequate measure of the student impact of the funded proposal can be completed by the time the report is due. An accurate calculation of the efficiency based on the actual award amount divided by the true number of students affected MUST be included in the final report. Failure to assess the outcome and efficiency of the grant or to meet the stated objectives may adversely affect future STF proposals from the unit.

Budget – A detailed list of the items needed to complete the project. This list should include reasonable estimates of equipment costs, personnel, renovation and computer access. Recurring costs, such as software licenses and salaries, are discouraged, but, if included, should be indicated in the budget. Replacement costs for items purchased under a previous STF award should be submitted as a new STF proposal. If the current proposal seeks funds for replacement of items purchased under a previous STF award the funding date and award amount should be indicated in the BUDGET section. If the applicant has already secured partial funding for the requested items, such as cost sharing, this should be indicated in the budget section.

Example:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Model 1 Microscope</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>5</td>
<td>PC 2.5 GHz, 128 MB, 80 GB</td>
<td>$800</td>
<td>$4,000</td>
</tr>
<tr>
<td>5</td>
<td>Ethernet drops</td>
<td>$250</td>
<td>$1,250</td>
</tr>
<tr>
<td></td>
<td>Sum Total</td>
<td></td>
<td>$15,250</td>
</tr>
</tbody>
</table>

Cost-sharing from Dean $2,000
Total STF Request $13,250