

REQUEST FOR PROPOSALS STUDENT TECHNOLOGY FEE

RELEASED March 27, 2017

BACKGROUND AND OVERVIEW

The University of Wisconsin-Whitewater seeks proposals for the Student Technology Fee award competition to support student access to and accessibility of technology.

In the 1993-95 biennium, the University of Wisconsin-Madison proposed, and the Legislature approved, a 2.5% tuition increase, of which 1.7% was for technology. The technology fee was then applied to all campuses during the 1995-97 biennium at a rate of 1% in the first year and 2% each year thereafter. This fee is designated as the Student Technology Fee. Students at all campuses pay this fee. The Student Technology Fee is a tuition surcharge, which is part of UW System's GPR/Fee budget. As such, it is subject to policies for approval and allocation of GPR/Fee funds. The Student Technology Fee is intended to provide students with additional services, and should not replace existing funds intended to support student technology.

ELIGIBILITY AND CONDITIONS

In order to be eligible for a Student Technology Fee award, applicants must represent a department, unit, sub-department, College, division, committee, or organization.

Applications will be considered only if:

- Applicants meet all eligibility requirements and conditions. In order to be eligible, faculty and staff must possess a FTE position of 0.5 or greater at the time of submission, during the grant period, and for one year following the award.
- Proposals are complete. Incomplete proposals will be disqualified and returned to the applicant without review.
- Applicants propose projects that currently are not fully funded by other campus, UW System, and/or external funding programs.

ELIGIBLE EXPENSE CATEGORIES

Projects funded by Student Technology Fees should concentrate on areas that benefit all students. Below are examples of appropriate and inappropriate Student Technology Fee expenditures.

Examples of appropriate Student Technology Fee expenditures:

1. Expenses related to general access computer laboratories such as:
 - Adding staff for computer help desks and other support services to better assist students and increase hours of operation for computer labs.
 - Upgrading current computer workstations or adding workstations.
 - Adding hardware including printers, scanners, etc.
 - Adding improved or upgraded software to general access computers or the comprehensive University network.

2. Expenses related to student access improvements such as:
 - Implementing/improving high speed network access for students.
 - Upgrading or improving local area and wide area networking, including internet access.
 - Online resources for students.
 - General access computers, video projectors, and related equipment and supplies used for student class presentations.
3. Expenses related to training the students by enhancing the curriculum through computer hardware, software, and new technologies.
4. Expenses related to improving the level of technology for students, including students with disabilities.

Examples of expenditures that are normally considered inappropriate for Student Technology Fee funds:

1. Equipment and supplies used exclusively by faculty and staff.
2. Computer hardware, software, or upgrades for faculty/staff offices and faculty/staff-only workstations.
3. Department-specific or limited-access equipment or technology which has limited or little potential for student use.

If the UW-Whitewater Student Technology Fee Review Committee recommends and the Chancellor approves expenditures from the list of inappropriate expenditures or which may be questioned for appropriateness, a rationale of how the expenditures benefit students must be submitted to ORSP and will be kept on file for future audits.

SELECTION AND EVALUATION CRITERIA

The Student Technology Fee Review Committee will review the applications and forward funding recommendations to the Chancellor. The Chancellor will make the final award decisions, and will notify the applicants directly.

Proposals will be evaluated upon the criteria listed below:

1. **PROJECT DESCRIPTION:** The degree to which the project, objectives, and key personnel are thoroughly described and justified.
2. **PROJECT IMPACT [BENEFITS]:** Benefits to students are thoroughly described and compelling.
3. **PROJECT IMPACT [OPEN STUDENT ACCESS]:** The degree to which the applicant presents a compelling argument that the Student Technology Fee purchase will enhance access (i.e., general access computing, student access improvements, training the student populations, and/or improving the level of technology for students, including students with disabilities).
4. **PROJECT COSTS:** The degree to which project costs are reasonable, fully described, and appropriate given the level of impact and benefit.
5. **FUNDING REQUEST:** The degree to which the applicant has justified the funding request (e.g., indicates why such expenses are not covered by the Department's operating budget). If the project includes recurring/ongoing costs, the applicant explains how the technology will be funded/sustained in the future.

PROPOSAL FORMAT

Interested faculty and staff are invited to submit a proposal for consideration. Applicants should use a font no smaller than 11 point and limit the proposal text to no more than five (5) single-spaced pages. All applications must be typed.

Complete applications will include:

- A. **Signed Approval and Certification Transmittal Form** (included below; *fillable version available on the ORSP website*);
- B. **Student Technology Fee Proposal Request Form** (included below; *fillable version available on the ORSP website*);

- C. **Student Technology Fee Funding Request Form** (included below; *fillable version available on the ORSP website*); and
- D. **Required appendices** (if applicable).

A. Approval and Certification Transmittal Form

Applicants must complete the Approval and Certification Transmittal Form, including the signatures of all required Department Chairs, Unit Directors, Deans, Division Directors, etc.

B. Student Technology Fee Proposal Request Form

Using the *Student Technology Fee Proposal Request Form*, the proposal must address the sections listed below. Considering the maximum length of five pages, each section will be necessarily brief. Provide as much detail as possible within the five-page limit to address the evaluation criteria above.

1. Project Information.
2. Project Description. Briefly describe the project, objectives, and key personnel.
3. Project Impact.
 - a. Briefly describe how the project benefits the student body, what percentage/demographic of the student body will benefit, and what percentage of the funds requested will directly benefit students.
 - b. Indicate the type of allowable expense to which this project is relevant.
 - c. Describe how the proposal allows open student access.
4. Project Needs/Costs. Identify the resources needed to implement the project for each of the expense areas listed below. Provide details and a justification for the expenses.
 - a. Equipment requirements. Provide equipment details (purpose, brand, model, etc.).
 - b. Service and supply requirements.
 - c. Personnel requirements. Describe the roles and responsibilities of personnel necessary to implement the project.
 - d. Remodeling requirements. Describe remodeling requirements, if any.

Applicants also are encouraged to align proposals with a number of campus priorities and/or initiatives, including:

1. UW-Whitewater's [Values and Mission](#);
2. UW-Whitewater's [Strategic Plan](#);
3. [Liberal Education and America's Promise \(LEAP\)](#);
4. [Diversity](#) and [Inclusive Excellence](#);
5. The applicant's department, division, unit, and/or College strategic plan, mission, values, and/or vision.

C. Student Technology Fee Funding Request Form

Using the *Student Technology Fee Funding Request Form*, provide estimated/projected costs for each of the expense areas outlined in the "Project Needs/Costs" section of the STF Proposal Request Form (i.e., equipment, service and supply, personnel, and remodeling requirements). Also indicate what percentage of students versus faculty, staff, and/or the community will benefit from these purchases.

For each cost, indicate if it is a one-time or ongoing/recurring cost. **For all ongoing/recurring costs, explain how these costs will be funded/sustained in the future. Justify why such expenses are not covered by the Department's or unit's operating budget.** Please also indicate a replacement plan/cycle for equipment and how the cost of replacing equipment will be funded.

While cost sharing is not required for all proposals, it is strongly encouraged in several circumstances:

1. For technology projects that include resources accessible to students, faculty, staff, and/or the community, applicants may only request funding to support use of the equipment by students. For instance, if the total use of a technology or resource is 60% by students and 40% by faculty/staff, the applicant may only request up to 60% of the total cost through the Student Technology Fee Program. **If appropriate, applicants must provide usage data/access data in the appendix. Failure to provide such data may result in the return of the proposal without review.**
2. For technology projects that replace an existing technology/resource with a new technology/resource, it is strongly encouraged that the applicant provides cost sharing to support the project. For example, an applicant provides \$2,500 each year to support a current technology for students. The cost of implementing the new technology is \$5,000. The applicant should request \$2,500 from the Student Technology Fee Program to support the new technology, and should provide the \$2,500 currently allocated to the current technology as cost sharing.

D. Required Appendices

Applicants requesting computer or information related technology equipment must obtain a quote for the equipment (and related costs associated with installation, software, peripherals, etc.) and attach it to the proposal. Quotes may be obtained by contacting the iCIT Help Desk by email (techpurchasing@uww.edu) or by phone (x4357). In addition, applicants must include a replacement plan for the equipment as an appendix.

Applications who request modifications to facilities as necessitated by proposed project activities (either through grant funds or as a match commitment) should include a quote from Facilities, Planning, and Maintenance for the proposed remodeling expenses.

Requests for technology that not only support students, but also may support faculty, staff, and/or the community must include the expected and/or appropriate usage data with the request. Student Technology Fee funds may only support UW-Whitewater student usage. It is incumbent upon the applicants to provide the appropriate justification as to why and at what levels UW-Whitewater students will utilize the equipment.

These are the only appendices permitted for a Student Technology Fee proposal. All other documents/ materials will be removed from the proposal prior to transmission to the Review Committee. Proposals that do not include the above information may be returned without review.

DEADLINES AND APPLICATION SUBMISSION INSTRUCTIONS

PROCEDURES	DEADLINES
Student Technology Fee Proposal RFP final version released	Wednesday, March 27, 2017
Complete proposals are submitted to Deans/Division Directors for review and signature	Noon, Wednesday, April 26, 2017
Complete proposals are submitted to ORSP by Deans/ Division Directors	4:00 pm Friday, April 28, 2017
Funding decisions distributed to applicants	Friday, May 26, 2017

Student Technology Fee proposals must be submitted to the Office of Research and Sponsored Programs by the Deans/Division Directors. Full proposals must be submitted in hard copy format to the Office of Research and Sponsored Programs, 2243 Andersen Library. Please direct questions to Becky Mueller at x1049 or muellerr@uww.edu

STUDENT TECHNOLOGY FEE PROPOSAL REQUEST FORM

RELEASED MARCH 27, 2017

Student Technology Fee proposals must be submitted in hard copy format by the Deans/Division Directors to the Office of Research and Sponsored Programs, 2243 Andersen Library. Please direct questions to Becky Mueller at x1049 or mueller@uww.edu.

PROJECT INFORMATION

Project Title: _____

Contact Person: _____

Email: _____@uww.edu

Position Title: _____

Campus Phone: _____

Department/Unit: _____

College/Division: _____

Complete each section below using a font no smaller than 11 point. The STF Proposal Request Form is limited to no more than five (5) pages. Each section will be necessarily brief. Provide as much detail as possible within the five-page limit to address the evaluation criteria listed in the RFP.

NOTE: The boxes below will automatically expand as you type.

PROJECT DESCRIPTION

Briefly describe the project, objectives, and key personnel.

PROJECT IMPACT

Explain how this project will address the goal of improving student access to and accessibility of technology. Address the following criteria that apply to your proposal.

a. *Briefly describe how the project benefits the student body, what percentage/demographic of the student body will benefit, and what percentage of the funds requested will directly benefit students.*

b. *Indicate the type of allowable expense(s) to which this project is relevant (check all that apply):*

- Expenses related to general access computer laboratories.
- Expenses related to student access improvements.
- Expenses related to training the students by enhancing the curriculum through computer hardware, software, and new technologies.
- Expenses related to improving the level of technology for students, including students with disabilities.
- Expenses for technology utilized by students in the conduct of research or skills training that will enhance competitiveness for future jobs and careers.

c. *Describe how this proposal allows student access.*

PROJECT NEEDS / COSTS

Identify the resources needed to implement the project for each of the expense areas listed below. Provide details and a justification for the expenses.

a. *Equipment requirements*

b. *Service and supply requirements*

c. *Personnel requirements*

d. *Remodeling requirements*

STUDENT TECHNOLOGY FEE FUNDING REQUEST FORM

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FUNDING REQUEST

Provide estimated/projected costs for each of the expense areas below. Indicate what percentage of students versus faculty, staff, and/or the community will benefit from these purchases. Provide a plan for equipment updates/replacement. **For all ongoing/recurring costs, explain how these costs will be funded/sustained in the future. Justify why the expenses are not covered by the Department's or unit's operating budget.**

Description (Please itemize) *	STF One-Time Cost Request	Cost Sharing (if applicable)	Ongoing/Recurring Cost (Provide future funding plan)
Equipment (include replacement plan and price quote as an appendix):			
Service & Supply:			
Personnel:			

