

Dee Family Technology Grants Funding Criteria

The Dee Family Technology Grants provide support for faculty projects using technology in research or applying technology to pedagogy. Funds are distributed based on a competitive proposal process and proposals are reviewed by the Academic Resources and Computing Committee.

In order to qualify for funding, a successful proposal must fit into one of the following general categories:

1. Projects specifically related to faculty research or scholarly activities.
2. Discipline-specific software to enable a faculty member to enhance an existing course, or to develop a new course.
3. One-time technical support for the development of special software related to a specific course.
4. Costs associated with one-time faculty training in an area of technology directly applicable to the academic mission of the institution.
5. Requests for specific pieces of hardware are acceptable. However the hardware should be essential for completion of a project in one of the four categories above.

Given the limited availability of funds, restrictions exist related to the funding of information technology by the Dee Family Technology Grants:

1. Preference will be given to requests not exceeding \$10,000.00. However, larger grants will still be considered.
2. Faculty and staff office computers are not funded. Under certain circumstances, an individual may require a machine that exceeds the campus standard. In such a case, this may qualify for funding.
3. Equipment or technical support for student or departmental laboratories are not supported.

Follow-up: Recipients will submit a follow-up report for the ARCC committee and the Dee family (one report, not to exceed 3 pages). Reports are due no later than March 1st of the following year and should be sent to arccbudgetadmin@weber.edu

Suggested Project Report Format:

- Grant amount and topic
- Introduction
- Initial results
- Dissemination possibilities
- Next steps
- Conclusions

The form below must be emailed as a PDF (with signatures) to arccbudgetadmin@weber.edu, see [ARCC Chair and Faculty Representatives](http://weber.edu/ARCC/Representatives.html) (<http://weber.edu/ARCC/Representatives.html>) by the posted due date.

Dee Family Technology Grants
Proposal for Funding

Project Title: _____

Project Director: _____

Department(s): _____

College(s): _____

E-Mail: _____

Extension: _____

Other Members of the Project Team: _____

Instructions:

1. Please complete each section in the space provided. The justification section should not exceed two single-spaced typed pages.
2. You are required to obtain the signature of an ARCC representative for your college, indicating that she/he is familiar with the proposal, and can speak to it during funding deliberations.
3. Your department chair's signature is also required, indicating that she/he supports the proposal, and that the proposal is in keeping with departmental goals related to information technology and its applications to the academic mission of the institution. Your Chair's signature also indicates her/his commitment to help support the project financially if so indicated on the budget page. Please allot the necessary time for your representative and department chair to review your grant and provide their signatures
4. Along with the detailed budget, you must provide quotes or other evidence of pricing with the submitted grant.
5. The form below must be emailed (with signatures and in PDF format) to the arccbudgetadmin@weber.edu by the posted due date.

Category

Select the category or categories your application falls under. Select as many as apply. Applying for specific piece of hardware are acceptable as long as it falls in a category above and is essential for the completion of the project.

- ☐ 1. Projects specifically related to faculty research or scholarly activities.
- ☐ 2. Discipline-specific software to enable a faculty member to enhance an existing course, or to develop a new course.
- ☐ 3. One-time technical support for the development of special software related to a specific course.
- ☐ 4. Costs associated with one-time faculty training in an area of technology directly applicable to the academic mission of the institution.

Justification

Your proposed project should be described as clearly and succinctly as possible in the spaces provided below. Be sure to review the “Criteria for Funding” document and the Dee Rubric. *The entire justification section should not exceed two single-spaced pages.*

1. Project summary (half page maximum)

- 2. Describe the significance of your project. Complete this section according to categories selected on page 3 (e.g., if you selected category 1, answer 2a; if you selected categories 1 and 2, answer 2a and 2b, etc.).**
- a. Category 1: How does the proposed project support a faculty research project or scholarly project at Weber State University?
 - b. Categories 2, 3, & 4: How does the project use discipline-specific software, hardware, or training to support Weber State University?
- 3. What impact will this project have on pedagogy/research at WSU, WSU students, or the WSU mission?**

4. **Evaluation: Describe how the success of this project will be evaluated.** (If reports or publications are anticipated from this project, please indicate such.)

5. **Timeline** (If funded, when will this project be implemented?)

Budget

Note: Please be as specific as possible regarding requested hardware, software, or other resources (you may include an addendum to describe the hardware). Include the Software bundle charge as a line item if computers are being purchased. If funds are being committed from other resources, please so indicate. You must also attach quotes or other evidence of costs of requested items.

	Dee	Department	College	Other
Hardware:	(Requested)	(Committed)	(Committed)	(Committed)
Hardware Subtotals:				

	Dee	Department	College	Other
Software:	(Requested)	(Committed)	(Committed)	(Committed)
Software Subtotals:				

	Dee	Department	College	Other
Other (including facilities and installation):	(Requested)	(Committed)	(Committed)	(Committed)
Other Subtotals:				

Grand Totals:

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Project Total (Sum of columns)

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Additional Resources

Please describe what other resources will be required to implement this project. (Additional resources may include needs such as Academic Computing technical support or hardware installation through Electronic Services.)

Signatures

Dee Proposal Applicant

Dee Proposal Applicant (print & sign)

Date

Department Chair (required):

The Department has reviewed this project within the context of overall information technology planning within the Department. If the budget page indicates financial support from the Department, I agree to commit those funds to this project.

Department Chair (print & sign)

Date

Comments:

College Dean (only necessary if co-funded at college level):

I have reviewed this project. If the budget page indicates financial support from the College, I agree to commit those funds to this project.

College Dean (print & sign)

Date

Comments:

ARCC Representative (required):

I have read the proposal and discussed it with the Project Director.

ARCC Representative (print & sign)

Date

Comments:

IT Expert Signatures

For certain projects, an IT expert's signature is required. You must contact the appropriate individual (see below) if you are implementing a wireless network (or have expanded wireless needs in a classroom), a multimedia classroom, a software/hardware purchase that will require use of a campus server or work with online course software like Canvas or ChiTester.

You must give the IT expert sufficient time before the deadline for to do an evaluation of the proposal; three weeks is recommended.

IT Multimedia Representative:

Multimedia or other classroom technology design and installations (contact Matt Cain at mattcain@weber.edu or x7020).

I have read the proposal and discussed it with the Project Director.

IT Multimedia Representative (print & sign)	Date
Comments (including status):	

IT Network Representative:

Networking, expanded wireless or other related SYSTEMS (contact Jonathan Karras at jonathankarras@weber.edu or x7529).

I have read the proposal and discussed it with the Project Director.

IT Network Representative (print & sign)	Date
Comments (including status):	

WSU Online Representative:

Canvas or ChiTester specialized functions (contact RC Callahan rccallahan@weber.edu or x6091).

I have read the proposal and discussed it with the Project Director.

WSU Online Representative (print & sign)	Date
Comments (including status):	