

California State University, San Bernardino
Vital Technology Student Fee
Call For Proposals - 2011-2012

Purpose

The Vital Technology Fee is a component of the Student Success Fee instituted in Fall 2011. This fee will assist the campus in addressing critical and vital technology initiatives that directly support student success in their courses, graduation, and careers. A Vital Technology Fee Committee (VTFC) of eleven members, the majority of which are students, will review and approve proposals for funding. Campus student organizations, departments, colleges, and divisions may submit proposals. The college deans and vice presidents will assist the VTF committee in the review by prioritizing proposals submitted by their areas.

Funding available in the academic year of 2011-2012 is **\$563,000**. Proposal deadline is 5:00pm, Friday, March 2, 2012.

Eligibility

Proposals may be submitted within one of four categories: general, college, Palm Desert Campus (PDC), or infrastructure. General proposals may focus on technology needs of the general student body. College specific proposals may address a specific discipline need or program. Palm Desert Campus proposals will focus on supporting students attending the Palm Desert Campus and their technology needs. Infrastructure proposals should focus on technology that forms the foundation for technology on campus. The committee will distribute the funds following some general guidelines and allocation percentages for each category (general - 35%, college -30%, PDC - 5%, Infrastructure - 30%). These allocations may be adjusted based on strength of submitted proposals.

Members of the campus community may request funds from the Vital Technology Fee Fund by submitting a proposal. Proposals need endorsements from their respective organizations or departments. Students need to submit through a campus student organization, faculty within departments would seek their chair's approval, and college deans will help prioritize requests, as well as divisional vice presidents. The proposal will contain information about the project/program, contact information from the requester, a short abstract (250 words or less) highlighting what the project/program is, and a total amount of funds requested. In addition, the request should outline a justification for the project/program, identify the number of students it will impact annually, how this project/program will benefit student success, discuss how success will be measured, and provide the committee with an implementation timeline.

As part of the proposal, the requester can share how the project/program may be sustained after funding has been expended, list other organizations or departments that may support these efforts, and indicate if any matching funds will be allocated to the project/program. Of great importance will be a detailed list of how funds will be expended. Resource requirements should include any hardware, software, or personnel needs. Projects must cover initial purchases and any ongoing

costs during the term of the project. Proposals must provide a plan for how the project will be handled at the end of the project period. If the project requires ongoing support, a plan for sustainability must be provided.

Proposal Selection Process

Proposals submitted shall be prioritized and recommended for funding based on the following proposed criteria:

- Technology that is directly used to enhance instructional technology resources for students and the faculty in the classroom
- Enhances student access across the institution
- Enhances the student experience and success
- Supports a high utilization rate for student constituent groups
- Provides enhanced technology resources for students with special needs or disabilities
- Provides enhanced training for student use of technology
- Relative cost/rate of return on investment
- Organization's ability to implement

Projects should not duplicate support structures or funding currently in place but rather attempt to work within and enhance existing projects/programs or suggest new projects/programs. In addition, all projects/programs must adhere to campus policies and standards.

Application Procedure

1. Complete a Vital Technology Student Fee Proposal Request for Funds Form.
 - a. URL:
2. Print the form and deliver to VP/CIO of IRT, Room PL2104.
3. Submit the form no later than **5:00 pm on Friday, March 2, 2012**.