

MEMO

To: ISU Faculty
From: Academic Committee, Technology Review and Information Group (TRIG)
Date: March 7, 2007
Subject: Supplemental Academic Computing Fund for Fiscal Year 2007

The Technology Review and Information Group (TRIG) is pleased to announce that \$52,000 has been made available for competitive grants through the Supplemental Academic Computing Fund (SACF). All information necessary to complete an application is included in this memo.

THE FUND: SACF's primary purpose is to ensure every ISU faculty member has an ISU-supplied computer for academic use. Other items eligible for funding are computer technologies which improve faculty's efficiency *outside* of the classroom. Examples include upgrading or replacing obsolete/inadequate machines, and obtaining peripherals. SACF typically receives over 50 applications and is able to fund only about half.

Note: Your request should provide the details necessary for the reviewers to determine your needs (*vs.* wants) for a new computer. If your current machine is relatively new (*esp.* less than three years old), be very detailed as to why the existing machine is not adequate for your professional and academic needs. Reviewers are not obliged to contact you for information not presented in your proposal: the "burden of proof" is on you. Remember the process is competitive: the more thoroughly you discuss your problem & proposed solution, the more likely you are to be funded.

ELIGIBLE REQUESTS: Under new policy, SACF now *encourages* faculty to consider requesting laptop computers. Applicants may include docking stations or ports as part of a request.

SACF is for individual faculty members; the fund is not and never has been intended to address immediate or long-range computing needs of any department. Requests must come from individual faculty members. Two or more faculty (*e.g.*, adjuncts who share an office) may submit a joint request. Applicants must be requesting a computer or peripheral primarily for ISU *office use*. Applicants do not need to be in tenure track positions; SACF receives and regularly *funds* faculty in non-tenured positions, including adjuncts. SACF priorities include:

- Faculty without computers and/or network connections
- Faculty who currently hold or have accepted (signed a contract) a position at ISU. "Currently" means *at the time of submission*
- Faculty with obsolete computers (in terms of the faculty member's ability to carry out academic obligations: teaching, scholarly activity, and service).
- Applications including financial support from departments or other sources. SACF realizes that not all departments have equal resources; if financial support is not possible, obtaining a strong letter of support (*e.g.*, from the department chair) is encouraged.

If a requested machine is to have multiple users, applicants must present a very clear justification for any non-faculty use. Due to limited funds, it is possible that requests which include printers and/or other peripheral equipment may have these items removed from any award made.

INELIGIBLE REQUESTS: Requests will NOT be considered for:

- Computers or peripherals used solely or primarily in classrooms or research laboratories
- Items that will be used primarily for non-ISU activities
- Items that will be used primarily by students or other non-faculty.

Generally, the Fund does not favor applications from anyone who has received a SACF award within the last three years: applicants who have received such awards should consult (prior to submission) a SACF committee member regarding their proposal.

DIRECTIONS FOR APPLICANTS: SACF suggests applicants use recommended minimum hardware configurations in preparing the Requested Items section of the proposal. These configurations are available through SACF at links found at the Academic Computing subcommittee of TRIG (AC-TRIG)'s homepage (<http://isu.edu/actrig/>). The Application consists of a coversheet and a narrative, as described below.

COVERSHEET: Provided as "Appendix A." Complete all questions. Note that signatures are required; it is requested a blue pen be used for these, to clearly differentiate the original from copies.

NARRATIVE: Before writing the narrative, it is advisable to review the Review Criteria (Appendix "B"). It describes the key points of the application. The criteria are provided as an aid to the applicant and to help ensure applicants adequately discuss the topics. The narrative is limited to no more than 2 pages. Briefly describe the following:

1. Your Existing Computing Resources. Briefly describe the personal computing resources to which you currently have access (*e.g.*, type, age, location), and why it is not adequate to your needs. If you have a computer, was it bought by you personally, ISU, or a grant?

2. The Computer Being Requested. Describe the configuration of the machine you are requesting. (If desired, you may *supplement* this section by attaching technical specifications of your desired machine. Limit any such attachment to a **single page** [does not count against your 2-page limit])

3. Justification of Request: Describe how the machine described in item #2 will overcome any deficiencies cited in item #1. What is your need/rationale for your request, in terms of your academic obligations (teaching, scholarly activity and service)? What/who are the primary uses/users of the machine? Applicants must also provide specific justifications for: any deviations from AC-TRIG configurations; requests for machines other than the "basic" model; and any peripherals. What other technical options were considered, and why weren't they selected? Discuss any options/resources (*e.g.*, your Department Chair, etc.) other than SACF that are available and/or were explored to meet your computing needs.

4. Other: Provide any other information relevant to your request. Letters from your department chair or other sources may be attached, and do not count against your 2-page limit.

SUBMITTING APPLICATIONS: Individuals must submit **8 copies** of a completed Cover Sheet (attached form, **final page** of this memo), Narrative (up to 2 pages), and any necessary supporting documents (up to 2 pages) to Blake Beck, ITRC, Library Box 8064. Applications may be delivered by hand or by campus mail, but must be received by **5:00 p.m., April 7, 2007** in order to be considered. The committee will begin reviewing proposals shortly after the deadline, and applicants may expect notification by the semester's end. Funds will not actually be available until July 1. Double-sided copies may be submitted to conserve paper.

You may contact the persons below if you have questions about the application process, eligibility, *etc.*

Dr. Tony Seikel (AC-TRIG, Chair) x4037
Ralph Norton (Office of Research), x2926
Blake Beck (ITRC) x5760

REVIEW PROCESS: SACF will review applications and offer recommendations to the President. Funds will be made available after **July 1**. Reviewers will use the criteria and scoring system provided below. *The Criteria and Scoring Information are provided specifically to help applicants prepare the best possible submission: they tell you exactly what reviewers will be looking for.*

REVIEW CRITERIA & SCORING: The sheet providing Review Criteria is *not* to be included as part of a request. The criteria provides a discussion of the categories, and how reviewers are intended to use them. Please remember when you are completing your application that it will be reviewed by other faculty and staff at ISU, some of whom will not be technically oriented. Whether you are a Mac or PC user, explain your needs so that someone using the "other" system will be understand your situation and needs.

TRIG SUPPLEMENTAL ACADEMIC COMPUTING FUND (SACF) APPLICATION COVERSHEET

submit 8 copies; packages must be RECEIVED by the published deadline date

Individual (type or print) _____

Department _____ Phone _____

Campus Address _____ E-mail _____

Faculty position (check one) Full-time, Tenure-track Full-time, Non-tenure-track
 Adjunct Visiting
 Emeritus _____

Existing Computing Resource for office work (if none, state none): Please provide the following information:

ISU TAG Number: _____ Operating System: _____

Primary Location at which the requested computer will be housed (campus/bldg/room): _____

_____ Any Additional Requirements/Comments: _____

TAG Numbers are provided on a bar-coded label applied to the unit housing your hard drive. An easy way to identify your Operating System (Windows 95, etc.) is by watching the monitor during a machine's boot-up process; one of the screens that appear briefly should contain this information.

Have you applied previously to SACF? (Y/N) _____ If so, when (approx) ? _____ Was it to replace the *same* machine as the one you are seeking to replace with this application? (Y/N) _____

Requested items and amount.

	Items	SACF	Other
	Check all that apply:	Request	Support
<input type="checkbox"/>	AC-TRIG recommendation, PC	\$	\$
<input type="checkbox"/>	AC-TRIG Recommendation, Macintosh	\$	\$
<input type="checkbox"/>	Office Wiring	\$	\$
<input type="checkbox"/>	Network Hub Access	\$	\$
<input type="checkbox"/>	Wireless/Network Card	\$	\$
<input type="checkbox"/>	Other (list on separate sheet and attach)	\$	\$
TOTALS:		\$ _____	\$ _____

The information provided in this application is true and accurate to the best of my knowledge and belief.

Applicant signature Date

Department Chair or
Head of Academic Unit signature Date

Directions reviewers receive in how to use the Criteria sheet:

Eligibility: Does the applicant have a faculty appointment? Is the machine requested clearly being used by faculty, and to carry out academic obligations? If these questions are not clearly answered by the applicant, reviewers may check the “No” box, and not review the application any further. The subcommittee may likewise decline to review proposals submitted on behalf of absent “to-be-hired” faculty, or if the applicant has received a SACF award within the last three years, and offers no (or inadequate) justification for the new request.

Directions: Applicant follows directions and format specified.

Rationale: This section is worth a maximum of 55 points. This includes 10 “bonus” points for applicants who have no computer supplied by ISU. The remaining 45 points are divided up as indicated. Note that applicants should *not* discuss the “configuration” of their computer in this section; rather, they should describe why they need the machine. If you have an existing machine, why is it no longer sufficient to your needs? Likewise, if you don’t have a machine, explain your situation and needs. Applicants should use TAG configurations as the basis for their requests. If they deviate from the TAG recommendation, they must provide a sound reason for doing so. For instance, if an applicant is requesting a writeable-CD ROM drive, the narrative should make clear why this option is needed, or at least highly desirable, for carrying out academic duties, and why conventional options — *e.g.*, zip drives — don’t suffice. (For the Applicant, a possible outline for this section follows)

I. Justification in terms of academic obligations:

- i. Teaching: How many classes do you teach each semester. How will the computer facilitate your teaching?
- ii. Scholarly activity: How will you use your computer for scholarly activity?
- iii. Service: How will the computer facilitate your service activities?

II. Justify any items not included in the standard TAG recommendation (such as other technical options) and explain why TAG recommendations were not followed.

III. Discuss any options / resources other than SACF that are available and/or were explored to meet your computing needs (*e.g.*, TMII, Department, other)

IV. If this is an application for a “new hire” please respond to the following:

- i. Has someone accepted the position (please give the name)?
- ii. Did this new hire replace an ISU faculty member? If yes, who was replaced and what computing resources did that faculty member have (should be outlined in #1 above)
- iii. Was this new hire given (or is to be given) start-up funds? If yes, please indicate how much was given and why those funds were not used to purchase a computer. Please provide a statement from the new hire indicating her or his desired specifications for a new computer.

Hardware Options: 20 points possible. The first 10 are based on the configuration of the machine being requested, versus the cost. Has the applicant requested the standard TAG-recommended machine, or has he/she included *unjustified* “bells and whistles”? Is the budget an accurate reflection of the cost of the requested machine, or has the applicant “padded” the budget? The second set of 10 points is based on what options have been explored by the applicant, other than requesting a computer from SACF. It also can be used to cover any discussion of advanced features requested by the applicant (see discussion of writeable-CD ROM drive above). For example, if a department chair is requesting a computer for a to-be-hired faculty position, is there a convincing explanation of why no appropriate “hand-me-down” computer is available? Would a simpler computer meet the applicant’s needs? *Etc.*

Departmental Support: Applicant lists funds, equipment, *etc.*, being supplied by his/her department.

Other: Every application starts with 7 “free” points in this section. Reviewers have the discretion to add or take away points from this starting point, down to “0” or up to a maximum of “15.” This category is used to cover features not encompassed by the above. For instance, a reviewer may give a point for an applicant having a tenure-track appointment, or give several points if an applicant is a significant technical resource within his department, the recognized source of assistance in such areas as distance learning, web-course design, *etc.*