

Memo

To: ISU Faculty
From: Academic Computing Committee
Date: January 25, 2008
Subject: Supplemental Academic Computing Fund call for proposals – FY 2008

The Academic Computing Committee (ACC) 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. Completed applications must be received electronically from department chairs by February 29, 2008.

THE FUND: SACF's primary purpose is to ensure every ISU faculty member has an ISU-supplied computer for academic use. Past awards have typically been around \$1000. Funds are available to apply toward computer purchases only.

Note: Your request should provide the details necessary for the reviewers to determine your need 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: Faculty may consider requesting laptop or desktop computers.

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 primarily for ISU *office use*. Applicants do not need to be in tenure track positions; SACF receives and regularly *funds* faculty requests in non-tenured positions, including adjuncts. SACF priorities include:

- Faculty without computers
- 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 a requested machine is to have multiple users, applicants must present a very clear justification for any non-faculty use

INELIGIBLE REQUESTS: Requests will NOT be considered for:

- Computers 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
- Computer peripherals

Generally, awards will not be given to anyone who has received a SACF award within the last three years.

DIRECTIONS FOR APPLICANTS: The ACC suggests applicants refer to recommended minimum hardware configurations in preparing their proposals. These configurations are available through the ACC web page found at (<http://www.isu.edu/itgov/acc.shtml>) – see “Equipment Guidelines”.

The application consists of an on-line form and only electronic submissions will be considered.

On-line Form: Complete all questions, especially the computer description. If you are asking for a computer from the minimum hardware configuration list, simply state which unit you would like. Otherwise, briefly describe the computer you want (brand, model, hard disk size, other features) in 100 words or less. Applications including matching funds will be preferred.

Narrative: Describe the key points of the application. The narrative is limited to no more than 300 words. Briefly describe your needs using the following headings:

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.

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? 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.

At the bottom of the form, before clicking the “submit form” button, you must include the e-mail address for the department chair. The form will be forwarded to the department chair noted and they will add any endorsement desired and forward the e-mail on to Blake Beck (beckblak@isu.edu) for final consideration by the committee.

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 (ETS) x5760
Tony Lovgren (ITS) x4424

REVIEW PROCESS: The ACC will review applications and offer recommendations to Academic Affairs. **SACF funds should be made available in early April and must be used in fiscal year 08, ending June 30, 2008. Please plan the use of any matching funds accordingly. After the end of fiscal year 08, these funds will no longer be available, even if you received an award letter. Any announcements from ISU purchasing regarding deadline for requisition submittals must be taken into account by the award recipient.**

REVIEW CRITERIA: The criteria provide a discussion of the categories for reviewers. Please remember when you are completing your application that it will be reviewed by other faculty and staff at ISU, some of whom may not be technically oriented. Explain your needs so that anyone will be able to understand your situation and need.

1. Eligible applicant – ISU faculty
2. Rationale – strength of argument, age of current hardware, how new hardware will benefit faculty/ISU
3. Reasonableness of hardware requested – compared with minimum hardware suggestions
4. Departmental support
5. Other – circumstances not covered explicitly above

SACF Application Form

Individual _____

Department _____ Phone _____

Campus Address _____ Email _____

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

Existing Computer 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 hosted (campus/bldg/room):

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.

Requested items and amount.

Computer Description (100 words or less):

Items	SACF Request	Other Support
Check all that apply:		
PC Desktop		
PC Laptop		
Mac Laptop		
Mac Desktop		
Totals:		

Narration / Justification (300 words or less):

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

Department Chair Email: _____

For Department Chair Only:

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

Name (this will serve as your signature): _____