

Academic Resources and Computing Committee

Proposal for Funding

Project Title: _____

Project Director: _____

Department(s): _____

College(s): _____

E-Mail: _____ **Extension:** _____

Other Members of the Project Team: _____

Instructions:

1. The ARCC Proposal consists of this cover sheet, the budget summary, and no more than a three-page description, with a justification addressing the selection criteria:
 - a. How does the proposed project enhance the educational experience of Weber State students?
 - b. How does the proposed project help position Weber State as a leader in innovative use of technology for education?
 - c. How will the proposed project's success be evaluated?
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 educational 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.
4. The dean's signature is required if and only if the college is pledging supporting funds for the project.
5. If your college ranks proposals, those will be used in the evaluation, but are not required.
6. For certain projects an IT expert's signature is required. You must contact the appropriate individual if you are implementing a wireless network or have expanded wireless needs in a classroom, multimedia classroom, and/or software/hardware needs that will require use of a campus server. You must give time before the deadline - the recommendation is 3 weeks - for that person to do an evaluation.
7. If you need work that involves online course software like Canvas or ChiTester, you must contact the appropriate individual for signature. You must give time before the deadline - the recommendation is 3 weeks - for that person to do an evaluation.

8. E-mail a signed PDF version to the ARCC Budget Administrator (arccbudgetadmin@weber.edu) by the posted deadline.

IT Multimedia Representative:

For certain projects an IT expert's signature is required. You must contact the appropriate individual if you are implementing **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 (printed and signed)

Comments (including status):

IT Network Representative:

For certain projects an IT expert's signature is required. You must contact the appropriate individual if you are implementing **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 (printed and signed)

Comments (including status):

WSU Online Representative:

For certain projects a WSU Online Instructional Designer may need to be consulted and signature is required. You must contact the appropriate individual if you are implementing **CANVAS OR CHITESTER SPECIALIZED FUNCTIONS** (**contact Andrea Jensen at asandry@weber.edu or x6091**),

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

WSU Online Representative (printed and signed)

Comments (including status):

I understand that I will be responsible for paying the **\$110 software bundle charge** for each new computer purchased as part of this proposal.

ARCC Proposal Applicant (printed and signed)

ARCC Representative (required):

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

ARCC Representative

Comments:

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

Comments:

College Dean (required for matching funds from the college):

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

Comments:

Justification

Your proposed project should be described as clearly and succinctly as possible, addressing the funding criteria in the “Proposal Guidelines” document (<http://www.weber.edu/ARCC/Instructions.html>). *The entire justification section should not exceed three single-spaced pages.*

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.

Hardware:	ARCC (Requested)	Department (Committed)	College (Committed)	Other (Committed)
Hardware Subtotals:				
Software:	ARCC (Requested)	Department (Committed)	College (Committed)	Other (Committed)
Software Subtotals:				
Other (including facilities and installation):	ARCC (Requested)	Department (Committed)	College (Committed)	Other (Committed)
Other Subtotals:				
Grand Totals:				

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.)

Please indicate if any of the requested equipment is replacement of items previously purchased with ARCC funding.

(If possible, please list the ARCC project year and project number.)