

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 \$5,000.00 or requests with significant matching funds. 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, including overall project summary, current progress and next steps). Reports are due one year after the grant is awarded and should be sent to arccbudgetadmin@weber.edu

Instructions:

- A. The Proposal for Funding consists of this cover sheet, a justification of the project explicitly addressing the selection criteria, the proposed budget with attached quotes/pricing information, and signature pages. Please complete each section in the space provided. The justification section should not exceed two single-spaced typed pages.
- B. Discuss with your college campus technology coordinator (CTC) to ensure technology purchase proposals meet WSU computing standards.
- C. Signatures required on the signature page include:
 - An **IT expert**'s signature is required on all proposals. This should be the first signature obtained. This should be the first signature obtained. Please send the proposal to IT three weeks before the deadline.
 - An **ARCC representative** for your college, indicating that they are familiar with the proposal, and can speak to it during funding deliberations.
 - Your **department chair**, indicating that they support 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 their commitment to help support the project financially if so indicated on the budget page.
 - Your **dean's signature** is required only if the college is pledging supporting funds for the project as indicated on the budget page.
- D. Proposals must be submitted as a PDF via email to the ARCC Budget Administrator (arccbudgetadmin@weber.edu) by the posted deadline.

**Dee Family Technology Grants
Proposal for Funding**

PROJECT TITLE:		
SUBMISSION DATE:	FALL 20	SPRING 20
PROJECT DIRECTOR:		
DEPARTMENT:		
EMAIL ADDRESS:		
OTHER PARTICIPANTS:		

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?

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for a response to a question.

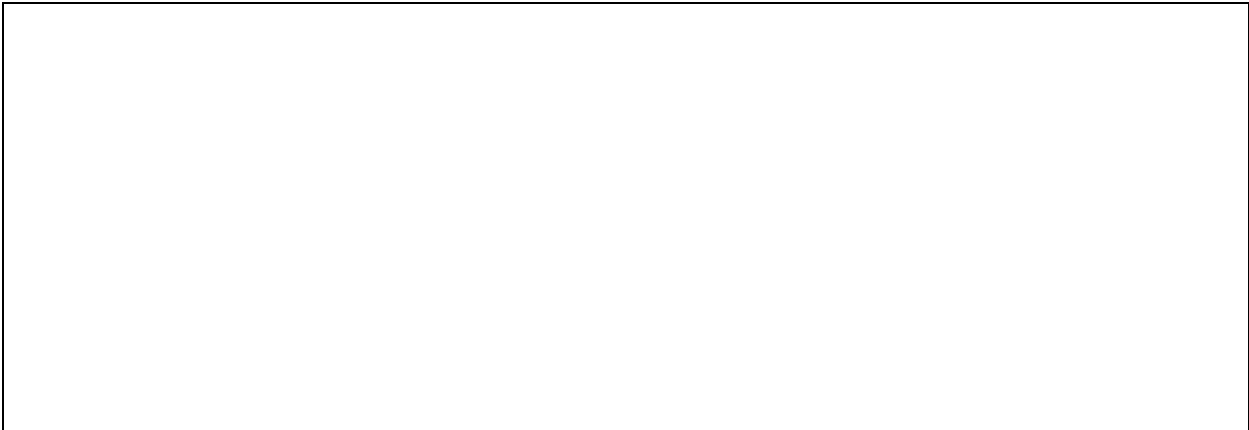
3. What impact will this project have on pedagogy/research at WSU, WSU students, or the WSU mission?

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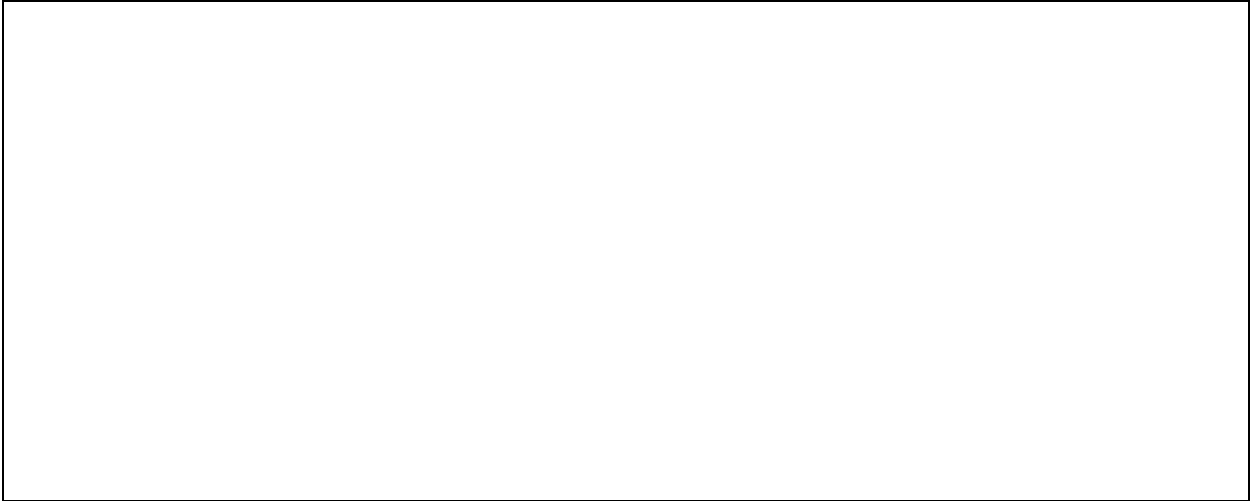
- 4. Evaluation: Describe how the success of this project will be evaluated. (If reports or publications are anticipated from this project, please indicate such.)**



- 5. How will the project benefit diverse groups or foster an equitable and inclusive classroom?**



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



7. Forms

- If you request canvas integration, please fill in the [Canvas app integration form](#). Please check the deadlines on the form.
- If you request a new software, please fill in the [software risk assessment form](#).

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	Dept	College	Other
Hardware:				
Software:				
Other:				
Totals				
Project total				

Additional Resources

Please describe what other resources will be required to implement this project. Please address costs in the budget as applicable. Some examples are: Academic Computing technical support, hardware installation, Facilities Management work order for installation or system support or integration.

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Signatures

An IT signature is required for all proposals. All proposals will have the same initial point of contact. If needed, the IT expert will forward your proposal to the appropriate IT area: creating/integrating into a network, Canvas integrations, classroom support, etc. Please allow the IT expert sufficient time before the deadline to do an evaluation of the proposal; **three weeks is required.**

Obtain signatures in the order listed below. Write "Not Applicable" where appropriate.

DEE PROPOSAL APPLICANT:	
Name:	Signature:
Comments:	

IT REPRESENTATIVE: all proposals should be sent to Shelly L Belflower (sbelflower@weber.edu) three weeks before the due date.

Name:

Signature:

Comments:

ARCC REPRESENTATIVE:

Name:

Signature:

Comments:

DEPARTMENT CHAIR'S ACKNOWLEDGMENT: I am familiar with the project described herein, and I agree to provide departmental resources (in-kind or actual dollars), if indicated.

Name:

Signature:

Comments:

DEAN'S ACKNOWLEDGMENT: I am familiar with the project described herein, and I agree to provide departmental resources (in-kind or actual dollars), if indicated.

Name:

Signature:

Comments:

Addendum

Sales quotes and/or screen grabs of shopping carts must be included in the addendum that clearly supports the budget section. Images of requested items are strongly encouraged. Please attach them to the application form.

Follow-up report

A follow-up report is due one year after the grant is awarded. The report should not exceed 3 pages and include overall project summary, current progress and next steps. Please send the report to arccbudgetadmin@weber.edu. Please check the ARCC website for the template.

Please indicate the Dee awards that you have received in the past two years. For each award, please provide the title and indicate if a report has been submitted.

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