MEMORANDUM

To: UAF Students, Staff, and Faculty
   Deans, Directors and Department Heads

FROM: Marshall Lind, Chancellor
      University of Alaska Fairbanks

DATE: November, 27, 2000

SUBJECT: Request for Proposals to the Technology Advisory Board

Proposals for the next “TAB” (Technology Advisory Board) competition are now being invited for consideration under two categories of grants:

Innovative Technology and Education
Departmental/Specific Use Lab Support

The three other areas TAB allocates support to: Open Computer Lab Accessibility (extended hours), Open Computer Lab Support and Smart Classrooms are being solicited separately.

The original mission of TAB was to increase the availability of innovative technology and education. TAB has also assumed a partial funding role to enhance the support of open computer labs, departmental labs and smart classrooms in order to assure that students have access to current computer technology in general/specialized labs and classrooms.

Each of the areas that TAB is requesting proposals for have different requirements and pathways for approval. Specific information, timelines, the forms to accompany proposals and the evaluation sheet that TAB will use are included in the following attachments. Additional information can also be obtained from TAB’s web site at: www.uaf.edu/tab. This web site also contains information on prior funding awarded by TAB.

If you have questions about the proposal areas or the process please contact TAB c/o Kim Dempsey at 7112.
REQUEST FOR PROPOSAL  
University of Alaska Fairbanks  
Technology Advisory Board  
November 2000

Area: Innovative Technology and Education:

This RFP process is for new projects only.

The Technology Advisory Board provides recommendations to the UAF Chancellor on the best use of the funds generated by the Technology Fee. Each proposal submitted under the Innovative Technology and Education program area should include the project title, the name, title, unit and university school/college (if applicable) of the proposer, and the date. Please submit two copies of the proposal to the Office of the Chancellor, 3rd Floor Signers’ Hall and an electronic copy in MS Office Format to fytab@uaf.edu.

In addition to the details above it is important to include the following in your proposal:

1. Statement of how your proposal fits into the strategic needs of the University. - refer to: www.uaf.edu/univrel/plan/draft/plan.html
2. Statement of how your proposal helps meet the technology needs of the UA.F community (who will benefit).
3. Manufacturers' cost estimate or bid
4. Estimation of staff needs; both short term and long term needs
5. Timeline for implementation and duration
6. Contingency for maintenance, repair, and replacement of parts and expendables, if applicable

Process – Students Clubs and Organizations:

For student clubs and organizations, attachments 1 and 3 provide guidelines for the program. For student groups and organizations, each request must be endorsed by ASUAF leadership. A brief narrative explaining the importance of each proposal and its potential to enhance the learning environment and experience for UAF students should be included. The ASUAF representatives who review the proposals need to rate each proposal from one (low) to five (high) and rank by priority. Note that the rating and ranking should reflect ASUAF's assessment of the relative quality and value of the proposals in terms of the guidelines.

Process – Academic Units

For academic units, attachments 1 and 2 provide guidelines for the program. For academic units, each request must be endorsed by the department head, rated by the dean or director from one (low) to five (high) and ranked by priority for the unit. A brief narrative explaining the importance of each proposal and its potential to enhance the learning environment and experience for UAF students should be included. Note that the rating and ranking should reflect the dean/director's assessment of the relative quality and value of the proposals in terms of the guidelines.

Review Process and Awards:

After proposals have been reviewed by the appropriate levels, the TAB Committee will meet and rank the proposals with funding recommendations prior to submitting the proposals to the
Chancellor. After review of the TAB's recommendation by the Chancellor, the TAB will make the official announcement of award.

Note that the deadline for final submission to the TAB is firm. Late proposals must be resubmitted to the next competition. TAB anticipates that it will solicit proposals for FY02 starting April 2000 through September 30th for consideration in October 2000.

All proposals are subject to Procurement requirements established by the state of Alaska and the University of Alaska Fairbanks. Refer to UA Regulations 05.06 for additional guidelines at: http://info.alaska.edu/bor/contents/pt5.html In your proposal, you should also submit a copy of cost estimates provided by the manufacturer or supplier. Those proposals with a manufacturer’s estimate or proposal will be given greater consideration.

Follow up Reports

A follow up report for each project is due prior to the deadline for the next TAB funded proposal time period. It is important that the follow up report be received in order for subsequent proposals to be considered for future funding. Your follow up report should include an itemized account of how the money was spent. Follow up reports are due by October 1, 2001. Templates for follow up reports will be posted on TAB's web site.

If you have questions about the proposal areas or the process please contact TAB c/o Kim Dempsey at 7112.
Area: **Departmental/Specific Use Lab Support**

TAB would like to announce the Departmental Lab Support Proposal process. Every year, TAB will solicit from each department a request for departmental computer/technology lab funds for the following fiscal year. Departments can request funds to be used in a variety of ways that will best benefit the computer/technology lab. Examples include the upgrade/replacement of lab computers, technician staffing, or new/updated peripherals.

TAB will award money generally based on demand and demonstrated use. Statistics such as number of students in the department (no need to provide - TAB has access to this data) and number of courses taught in the lab will weigh heavily in TAB's decision.

**Stipulations:**

Please note some stipulations TAB has placed on this money:

1) All money received from this award must be used to directly support the lab. Applications for support in the following year will include an itemized report for purchases using previously awarded funds.

2) Computer labs cannot be co-owned by departments. Two departments cannot request separate funds for the same computer lab. However, two departments may submit one proposal together. Each department must directly benefit and use the computer lab. Appropriate documentation to prove this must be provided (e.g. courses taught by both departments). In addition, the proposal must state who will ultimately receive the funds to manage the lab.

TAB would like to distribute these funds to departments 6-8 months prior to the beginning of the fiscal year so that departments will have adequate opportunity to time purchases of equipment or engage any needed staff prior to the beginning of the semester. In order to expedite the process TAB requests all applications for departmental support be submitted according to the attached timeline.

The application should be very descriptive and must include at least the following items:

1) A description of the computer lab
   a. Location
   b. Contact information—who is in charge?
   c. Number of computers—segregate by type and be specific as to performance.
   d. Hours of operation.
   e. Is this a staffed lab? Locked? What is the role of the staff?
   f. Peripherals? Printers? Scanners?

2) Description of computer usage
   a. Usage statistics - if not available, please develop and present
some strategy to calculate usage for subsequent reports.
b. What do students generally use this lab for (when courses are not being taught)?

3) Description of courses taught in the lab. (For each course)
a. How does the course use and benefit from the computer lab.
b. What percentage of the course uses the computer lab.
c. Do students use lab at other times for course related activities?

4) Planned budget and justification for usage of next fiscal year's needs.

5) Any fees charged by your department for use of the technology—this could include course fees or general lab usage fees. How is this money used to directly benefit the computer/technology lab?

If you have questions about the proposal areas or the process please contact TAB c/o Kim Dempsey at 7112.
Awards are based on the degree to which proposals relate to the strategic goals of the University of Alaska Fairbanks or that advance the academic experience for students. The strategic goal for UAF is posted at www.uaf.edu/univrel/plan/draft/plan.html.

**SCHEDULE FOR PROPOSAL SUBMISSION:**

**ACADEMIC UNITS**

1. To Dean/Director from Department head, December 8
2. To the Provost, December 15
3. To TAB Board, December 22
4. To the Chancellor, January 25, 2001
5. Chancellor’s decision, January 29, 2001
6. TAB announces awards, January 30, 2001

**STUDENT GROUPS/ORGANIZATIONS**

1. To ASUAF, December 8
2. To Provost, December 15
3. To TAB board, December 22
4. To the Chancellor, January 25, 2001
5. Chancellor’s decision, January 29, 2001
6. TAB announces awards, January 30, 2001

Dates for Steps 1 and 2 may be changed to meet specific needs to units/organizations. The due dates to the TAB Board are FIRM. It is the responsibility of those who are submitting the proposals to ensure deadlines are kept. If you're uncertain as to whether your proposal falls under academic or student units, please contact ASUAF offices.

It is important to include the following in your proposal:

1. Statement of how your proposal **fits** into the strategic needs of the University.
   - refer to: www.uaf.edu/univrel/plan/draft/plan.html
2. Statement of how your proposal helps meet the technology needs of the UAF community (who will benefit).
3. Manufacturers' cost estimate or bid
4. Estimation of staff needs; both short term and long term needs
5. Timeline for implementation and duration
6. Contingency for maintenance, repair, and replacement of parts and expendables, if applicable
TECHNOLOGY ADVISORY BOARD
UAF RATING FORM
For Academic Units Only

PROPOSER: _____________________________________________________________ Phone: ______________

PROJECT TITLE: _____________________________________________________________________________

PROJECT DESCRIPTION: ______________________________________________________________________

Department Head Rating: _____________ (1=low; 5=high)

Department Head Comments: ________________________________________________________________

I rank this proposal # _______ of the ________ proposals I’ve reviewed

Signature: Department Head ___________________________ Phone ________

II. Dean/Director’s Rating: _____________(1=low; 5=high)

Dean/Director Comments: ________________________________________________________________

I rank this proposal # _______ of the ________ proposals I’ve reviewed

Signature: Dean/Director Signature ___________________________ Phone ________

III. Reviewed by Provost? ________

Provost’s Comments: ________________________________________________________________

Signature: Provost/Provost Designee ___________________________

IV. TAB Ranking: _____________

Comments: ________________________________________________________________

VOTE OF THE TAB BOARD _______# APPROVE________# DISAPPROVE

CHANCELLOR’S DECISION

__________ CONCUR WITH TAB RECOMMENDATION

__________ DO NOT CONCUR WITH TAB RECOMMENDATION

Signature: ________________________________
TECHNOLOGY ADVISORY BOARD
UAF RATING FORM
For Student Groups and Student Organizations Only

PROPOSER: _____________________________________________________________ Phone: ______________

PROJECT TITLE: _____________________________________________________________________________

PROJECT DESCRIPTION: ______________________________________________________________________

I. ASUAF Rating: _____________ (1=low; 5=high)

ASUAF Comments: _________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature: ASUAF Representative _________________________________________Phone ______

II. Reviewed by Provost? __________

Provost’s Comments: _________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature: Provost/Provost Designee _______________________________________

III. TAB Ranking: _____________

Comments: _________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

VOTE OF THE TAB BOARD _______# APPROVE________# DISAPPROVE

CHANCELLOR’S DECISION

________ CONCUR WITH TAB RECOMMENDATION
________ DO NOT CONCUR WITH TAB RECOMMENDATION

Signature: _______________________________________________________

12/01/00  8
Evaluation sheet for proposals submitted to TAB

TITLE OF THE PROPOSAL: __________________________________________________

Please rate each proposal numerically in the following areas using the following numeric scale.

Excellent (5), Above average (4), Average (3), Below Average (2), Poor (1)

_____ How does this proposal relate to the strategic goals of the University of Alaska Fairbanks?

_____ How does this proposal help meet the technology needs of UAF?

_____ Impact on students. Will this proposal, if implemented, have a substantial impact of the success of UAF students?

_____ The applicant’s need for TAB support for this proposal. Is TAB the appropriate funding source or,
    are other funds more appropriate or available to fund this request?

_____ The soundness for the proposal. Is the plan of work sound?

_____ The soundness of the budget. Will the funds requested effectively accomplish the purpose of the proposal?

_____ Overall rating