

# Academic Resources & Computing Committee

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## Funding Criteria

The Academic Resources and Computing Committee grants provide support for faculty projects related to the use of technology in educational settings. ARCC's focus is on faculty-led initiatives that improve the educational experience for Weber State students. The ARCC reviews proposals and awards funds using a competitive proposal process based on the following criteria:

1. **Educational Experience:** How does the proposed project enhance the educational experience of Weber State students? Specifically, how many students will the project impact?
2. **Innovation:** How does the proposed project help position Weber State as a leader in innovative use of technology for education? (Note: *experimental* projects with new technologies should consider applying for the Dee Technology Grant)
3. **Necessity:** How essential is the proposal to maintaining technological competitiveness in your discipline?
4. **Dissemination:** How will the work be disseminated to other areas on campus or to other institutions? Are there publishable results or documentation?
5. **Evaluation:** How will the proposed project's success be evaluated?
6. **Support:** Is there broad support for the project (through matching funds or collaborations)? Note: projects over \$5000 require matching funds.

## Instructions

The following is **required** for proposals to receive consideration:

1. Projects requesting more than \$5000 must have at least 50% of the total over \$5000 matched from other sources. Projects requesting less than \$5000 do not require matching funds.
2. Sales quotes and/or screen grabs of shopping carts must be included in an addendum that clearly supports the budget section. Images of requested items are strongly encouraged.
3. Discuss with your college campus technology coordinator (CTC) to ensure technology purchase proposals meet WSU computing standards.
4. All proposals must obtain signatures by each signatory's due date.
  - An **IT expert's** signature is required on all proposals. 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.
5. The form below must be emailed as one PDF to [arccbudgetadmin@weber.edu](mailto:arccbudgetadmin@weber.edu) by the posted due date.

**Academic Resources and Computing Committee**  
***Proposal for Funding***

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

Your proposed project should be described as clearly and succinctly as possible in the spaces provided below. Be sure to review the Evaluation Rubric. The entire justification section should not exceed three single-spaced pages.

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**I. Justification**

**A) Project summary (half page maximum).**

- B) How does the proposed project enhance the educational experience of Weber State students? Specifically, how many students will the project impact? Are multiple departments or programs involved?**
- C) How does the proposed project help position Weber State as a leader in innovative use of technology for education?** (Note: *experimental* projects with new technologies should consider applying for the Dee Technology Grant.)
- D) How essential/necessary is the proposal to maintaining technological competitiveness and/or standards in your discipline?**

**E) How will the work be disseminated to other areas on campus or to other institutions?  
Are there publishable results or documentation?**

**F) How will the proposed project's success be evaluated?** (If reports or publications are anticipated from this project, please indicate such.)

**G) Is there broad support for the project (through matching funds or collaborations)?**  
Note: projects over \$5000 require matching funds.

**H) How will the project benefit diverse groups or foster an equitable and inclusive classroom?**

**I) Project timeline.** (If funded, when will this project be implemented?)

**J) 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.

	ARCC	Dept	College	Other
<b>Hardware:</b>				
<b>Software:</b>				
<b>Other:</b>				
<b>Totals</b>				
<b>Project total</b>				

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### **III. Additional Resources (suggested)**

**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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## IV. 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.*

ARCC PROPOSAL APPLICANT: I understand that I will be responsible for paying the <b>\$110 software bundle charge</b> for each new computer purchased as part of this proposal. <i>This must be listed the budget.</i>	
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:	

<b>DEPARTMENT CHAIR'S ACKNOWLEDGMENT:</b> 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:	

<b>DEAN'S ACKNOWLEDGMENT:</b> 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:	

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## V. 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. Attach below.