Academic Resources & Computing Committee
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.

Note that 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.

Quotes or other pricing information must be included along with the detailed budget.

The form below must be emailed as a PDF (with signatures) to arccbudgetadmin@weber.edu by the posted due date.
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 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 three single-spaced typed pages.

2. Signatures required on the signature page include:
   a. An ARCC representative for your college, indicating that she/he is familiar with the proposal, and can speak to it during funding deliberations.
   b. Your department chair, 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.
   c. Your dean if, and only if, the college is pledging supporting funds for the project as indicated on the budget page.
   d. An IT expert, if you are implementing a wireless network (or have expanded wireless needs in a classroom), a multimedia classroom, a software/hardware purchase that will require use of a campus server or work with online course software like Canvas or Chi Tester. You must give the IT expert sufficient time before the deadline to do an evaluation of the proposal; three weeks is recommended.

3. The proposal must be printed, signed, and scanned/converted to PDF for submission via email to the ARCC Budget Administrator (arccbudgetadmin@weber.edu) by the posted deadline.
Justification

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.*

Project summary (half page maximum).

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?
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.)

How essential/necessary is the proposal to maintaining technological competitiveness and/or standards in your discipline?

How will the work be disseminated to other areas on campus or to other institutions? Are there publishable results or documentation?
How will the proposed project’s success be evaluated? (If reports or publications are anticipated from this project, please indicate such.)

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

Project timeline. (If funded, when will this project be implemented?)
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. Quotes and evidence of pricing must be provided with the submitted grant.

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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.
Signatures

ARCC Proposal Applicant
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 (print & sign)  Date

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 (print & sign)  Date

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 (print & sign)  Date

ARCC Representative (required):
I have read the proposal and discussed it with the Project Director.

ARCC Representative (print & sign)  Date

Comments:

IT Expert Signatures

For certain projects, an IT expert’s signature is required. You must contact the appropriate individual (see below) if you are implementing a wireless network (or have expanded wireless needs in a classroom), a multimedia classroom, a software/hardware purchase that will require use of a campus server or work with online course software like Canvas or ChiTester.

You must give the IT expert sufficient time before the deadline for to do an evaluation of the proposal; three weeks is recommended.

**IT Multimedia Representative:**
*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 Network Representative:**
*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.

**WSU Online Representative:**
*Canvas or ChiTester specialized functions (contact RC Callahan rccallahan@weber.edu or x6091).*
I have read the proposal and discussed it with the Project Director.