

FMU IT GRANT APPLICATION FORM

I. Proposal Information

Title of Proposed Project

Date Submitted

On what date do you want the award period to begin? (The award period may begin after the current fiscal year to allow sufficient time to carry out the project within one fiscal year.

Principal Investigator (PI)

Title

E-Mail Address

Phone Number

Signature

Co-PIs

Name

Name

Name

Name

Name

II. Budget Summary

Cost of Line Items:

Categorize and list all anticipated expenditures including headings such as Equipment, Materials and Supplies, Student Salaries, Travel and Lodging, etc. Justify your pricing with quotes from vendors and/or the Purchasing Office. **Please be sure to allow for sales tax, shipping, cables, mounting brackets and costs of that type as overages cannot be paid by the committee.**

Total Project Cost

Recommendation of Information Technology Committee	Recommended Amount of Support
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Approved

Denied

Committee Chair

Approved by

Provost

Date

III. Departmental Approval and Support

A Proposal Approval Committee consisting of the department chair and at least two faculty members of the department from which the proposal is submitted must approve the proposal. The committee members should not be PIs or co-PIs unless this requirement cannot be met mathematically (e.g., when department size is small or the co-PI number is large).

In the space below, provide a statement from the Proposal Approval Committee explaining why the proposed project goals or objectives are important to the department/school and the university.

Proposal Approval Committee member signatures

Department Chair

Date

Second member

Date

Third member

Date

*****Attach your IT Grant Proposal (items a – k described above) following this page.**

Information Technology Grants at Francis Marion University

The Information Technology Committee solicits proposals for funding faculty information technology (IT) needs. Awards will be recommended based on the following criteria:

- innovation in the use of technology for instructional needs or research projects
- number of students affected by the grant award
- cost effectiveness
- support of the faculty member's chair or dean

Overall Guidelines:

Information Technology Grant: Maximum of \$10,000 per grant

IT Grants are intended for the establishment of new technological components or applications and enhancements to current projects.

The submission deadline for the 2016-2017 academic year is 5:00 p.m. on Monday, December 5, 2016. Incomplete grant proposals will not be reviewed. Award decisions will be announced 5 to 6 weeks after the submission deadline date.

Disclaimer:

IT equipment often carries with it costs for support and ongoing maintenance. The IT committee and Campus Technology at FMU make no guarantee that we will be able to provide support and maintenance costs for this equipment in the future. While the committee may have funds that are available to award in the future, the committee must weigh strengths of many different grant applications, and may not be able to award such funds. Additionally, Campus Technology has budget priorities for both the near and long term, and cannot assume responsibility for technology acquired outside of Campus Technology's own budget planning.

Proposal Guidelines and Restrictions:

1. IT grants are open to academic units only. Proposals may be submitted by an individual or group from the department/school. Collaborative proposals from multiple departments/schools are also encouraged.
2. IT grant proposals must be complete with itemized dollar amounts for requested equipment (including tax and shipping).
3. Preference will be given to any teaching, scholarly, creative, or professional activities that benefit:
 - a. FMU students or faculty
 - b. Pee Dee area or statewide educational communities
 - c. Other organizations, such as businesses and nonprofit institutions, that significantly support education
4. In most cases, preference will be given to carefully budgeted projects that potentially will benefit the most people.
5. Awards usually will not support travel to conferences. However, travel may be supported when necessary for implementing the IT project.
6. The committee will not recommend the funding of dissertation or thesis research.
7. The committee will not generally recommend expenditures for typing manuscripts, papers, etc. We assume that each department will provide office personnel and supplies to cover these types of expenses.
8. The committee will not generally recommend providing funds that cover the cost of normal University expenses. In particular, this means office and classroom computers, as well as classroom projectors.

Application Procedure:

1. Write a narrative proposal using the guidelines and headings listed below. Length is restricted to four single-spaced pages of text. (Tables and figures, if included, may take up a few additional pages). Note that significance of the goals, objectives, and expected outcomes of the project must be clear and supported by information that is understandable to the non-expert.

- a. Project Summary
- b. Background (Include sufficient background to explain the project to the non-expert.)
- c. Objectives
- d. Expected outcomes
- e. Procedure or Methods (Include the role of co-PIs.)
- f. Schedule (Show the approximate time frame for implementing and completing objectives.)
- g. Project Location (Show location of room/building on campus or elsewhere.)
- h. Budget Justification (Describe the specific purpose of requested funds for items listed on Budget Summary page of IT Grant Application Form.)
- i. Maintenance Plan Indicate future costs you expect to be associated with this proposal. Provide a brief estimate and timeline of anticipated expenses. Also indicate whether you have or have not identified a potential funding source to cover those costs. Lack of future funding will not count against the merits of the initial proposal.
- j. Literature Cited This is required only if major objectives of the proposed project are to support planned scholarly work or research. The literature cited (any conventional format) must directly or indirectly support the significance of the proposed research or scholarly work.
- k. Relation to Previous IT Grant (Describe the relationship between the current proposal and any previous related IT Grants. Attach Project Completion Report(s) for the previous IT Grant(s).)
- l. Departmental Approval Include signatures of any Co-PIs and representatives of department committees, if applicable. If your project does not have any other PIs, or your department does not utilize a department committee, include signature of your department chair.

2. Complete the IT Grant Application Form and attach your narrative proposal. Proposals will be accepted no later than 5.00 pm Monday, December 5, 2016. Send completed proposals to:

Dr. Ginger Bryngelson, IT Committee Chair
LSF 103H