FY 2004/2005 APPLICATION FOR FUNDING FOR DEPARTMENT RELATED PROJECTS 
FOR STUDENT USE

Please attach your proposal to this cover sheet, using supplemental sheets as needed. Submit 15 (fifteen) copies and relevant materials, i.e., specifications, brochures, etc., to Paul Zuckerman, Dept. of Computer Science, FOB N12. All proposals must be received no later than Friday, December 17, 2004.

Department __________________________ Loc. ________________ Phone _____________

Principal Contact ____________________________ Loc. ________________ Phone _____________

___________________________________  _____________________
Signature       Date

Department
Chair _____________________________ Loc. _________________ Phone _______________

___________________________________  _____________________
Signature       Date

Title of Proposal_____________________________________________________________________

________________________________  _____________________

Dean’s Signature       Date

NOTE: Dean’s signature indicates that the Dean has reviewed this proposal and is aware of its implications concerning the needs for space, on-going maintenance, support, upgrades, etc.

In order to facilitate consideration of this proposal, please address the following points in the order given below, using the given headings. If any of these points is not applicable to your proposal, please so indicate to avoid misunderstanding: do not leave it blank. Since it will be impossible to give due consideration to incomplete proposals, any proposals which fail to address all these points will be returned without consideration. This application form should be attached as a cover page to your completed proposal.
1) Aim of the project:
   a. Describe the direct academic benefits students will derive from the proposal.
   b. Describe the innovative aspects the proposal introduces or supports relative to your academic program.
   c. Explain in some detail how the proposal will fit into the long range academic plan for your department.
   d. Describe the program enhancements to be provided by the new equipment.

2) Student Utilization: Which courses/groups will use the equipment and/or software? Provide an estimate of the number of students and the number of hours of utilization.

3) Currently available related resources: List (and describe if nomenclature does not suggest function unequivocally) available equipment currently in use for activities related to this proposal.

4) Existing SCAP resources: List (and describe if necessary) any hardware and/or software bought with SCAP funds in a previous year. How does this equipment relate to the present proposal (if it does not, please indicate)? Does this equipment require upgrading?

5) Software License(s): Do you plan to use software that will not be purchased through this proposal? If so, do you have legal copies or valid site license(s) for such software that students will use on the requested equipment?

6) Location:
   a. Where will the equipment be located?
   b. How much space is required?
   c. How is the proposed space being used currently?
   d. Will this proposal require structural / electrical / telecommunications modifications to the intended space? Certification by Telecommunications and/or Facilities is required. Please attach the hard copy or email memo to certify.
   e. Provide affirmation from the coordinator of that space that it is available for student computing. This affirmation should come from your Dean and not from the applicant.

7) Access:
   a. List the estimated hours of access to the requested resources.
   b. Will these resources be available to students outside your department? If so, describe the estimated hours and conditions of access.

8) Security: Describe the security equipment/measures that will be used to protect the requested resources and, if appropriate, restrict access by unauthorized users.

9) Support materials: List support materials, such as tables, chairs, etc., required.

10) Training requirements: Will faculty/staff require training or support? If so, how will this be provided? Is there someone available within the department who is capable of providing support and daily maintenance for the requested resources? Please remember that SCAP funds cannot be used for personnel training.

11) Estimated cost of the proposal: Provide an itemized listing of the cost of the proposal's elements. Computer Services can assist you in determining the cost of generally available hardware and software, and in finding vendors. However, it is your responsibility to provide a complete and detailed budget. Please remember to include the cost of support materials.
12) Multiple phase capability: Can the proposal be split into multiple phases? If so, please organize the proposal's elements into phases and prioritize them. A brief explanation of the logic of phase organization would be helpful.

13) Additional Sources: List all additional sources of funding that may be available for this project.

   This question must be explored and answered.

NOTE: The Technology Committee will continue the cap on the percentage of money awarded to each proposal in an effort to keep the diversity of proposals and provide equity to participants.

Scap-app.2004-2005