INSTRUCTIONAL SOFTWARE FUND PROPOSAL

For Academic Year: 2010-2011

Description

Proposals are now being solicited for the 2010-2011 Instructional Software Fund. The purpose of the fund is to support endeavors that will allow and encourage faculty to explore the use of instructional software in the curriculum. The Instructional Software Fund is managed through a partnership between the College of Arts and Sciences and Information Technology.

Proposals will need to include at a minimum a description of:

- ❖ what software is being requested,
- ❖ the course(s) it will be used in
- ❖ the potential benefit to the students, and
- ❖ whether such software could be of benefit to other courses or disciplines

The staff of Information Technology is available to assist you with the preparation of the proposal.

All proposals must be signed by the requester and the department chair. Some requests may require matching funds due to high initial cost, and some may require ongoing costs. Using the space provided at the end of this form, please indicate the extent to which you, your department, or your division will be able to provide matching funds and whether such funds are one-time or ongoing. Both signatures must be present even if no matching funds are being requested.

After a proposal is submitted, Information Technology will determine if the requested software can function in our networked environment. Once that determination is made, the Educational Technology Committee of the College of Arts and Sciences will meet to rank the proposals and recommend funding. Faculty members receiving funding will be expected to participate in the Faculty Technology Showcase held each year to demonstrate and discuss their use of technology in instruction.

Support for the software will rest with those making the request. Information Technology will support the software to the extent necessary to ensure that it will function in our networked environment. Ongoing upgrades for the software, or any maintenance or yearly costs, will need to be borne by the academic department.

Completed (and signed) proposals for the current round of funding will be due in the Office of Information Technology by Thursday, December 2, 2010, at 5:00pm.

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Name: _____

Department: _____

Campus Address: _____

Phone: _____

Email address: _____

Description of the software being requested (title, manufacturer, cost, etc.). Please be specific.

Course(s) that you will use the software for:

How will the software be used (check all that apply):

___ **For you to prepare class materials**

___ **For you to use in a presentation tool for your class**

___ **For your students to use during class time (in the labs)**

___ **For your students to use outside of class time**

___ **Other (please describe)**

If the software will be used by your students, will the use be:

___ **Optional**

___ **Required**

(Please continue on other side…)

Please describe the potential impact this software will have on your students and courses. Please be specific.

How did you find out about this software program (through a colleague, professional association, you have tried it personally, etc.). Please be specific.

What are the hardware or other software needs of the requested software (computer platform, memory requirements, operating system, etc.).

How will you evaluate the success of this software in meeting your objectives?

What are the future funding implications, if any. Be sure to include the need for additional copies, ongoing licensing, upgrades, etc., and indicate the extent to which your academic unit will be able to provide the required funding. Please be specific.

The following signatures are required, in order, for the completion of this proposal. Use the spaces provided to indicate availability of matching funds, if any, and whether funding will be available on an ongoing basis.

Requester	Date	Amount of Matching Funds

			Check if Ongoing
Department Chair	Date	Amount of Matching Funds	Funds are available