LEARNING SPACES PROPOSALS
2016 STUDENT COMPUTING FEES AWARDS PROCESS

http://tlt.utah.edu/open-house-2016-learning-spaces-proposals/
CRITICAL DATES
Critical Dates

* Jan 19, 2016
  * Email RFP Invitations
    * Colleges
    * Interdisciplinary Programs
    * Libraries
    * Centers
    * Addressed to Deans and Directors
    * their Administrative Assistants
    * Associated IT Professionals
Critical Dates

* Feb 26, 2016 (5:00pm Friday)
  * Deadline for submitting proposals
Critical Dates

Jan 27, 2016
Open House
- HSEB 3430  10:00am-11:00am

Jan 28, 2016
Open House
- MLIB 1705  4:00pm-5:00pm
- Video recorded for later on-demand viewing
Critical Dates

- Applicant Interviews
- March 2016
Critical Dates

• T&L Portfolio Deliberations and Final Award Notifications
  • April 2016
Learning Spaces Proposals

*Needs-based*
Learning Spaces Proposals

- Requests must benefit students.
Priorities

1. Broad Impact

Software, audiovisual upgrades, and computer labs that support a large number of students on campus and contribute to quality teaching and learning experiences.
Learning Spaces Proposals

Priorities

2 Common Resources

The use of campus services that are provided centrally rather than unnecessarily duplicating infrastructure and software costs within colleges and departments.

Some examples…
Learning Spaces Proposals

Priorities

2 Common Resources

- Virtual Desktop Infrastructure (VDI) (software available remotely)
- Adobe Creative Cloud & Microsoft Office Software
- UIT Box Storage
- Video Capture & Streaming
- Audio-Visual Installation Services
- Distance Education & Interactive Video Conferencing Classrooms
- Print Management for Computer Labs

http://tlt.utah.edu/services/grants/student-computing-fees/central-services-identified-tl-portfolio/
Learning Spaces Proposals

Priorities

2 Common Resources

- Standard Specifications for base, mid and high-level audiovisual classrooms

http://tlt.utah.edu/services/grants/student-computing-fees/standard-specifications-audio-visual-classrooms/
Learning Spaces Proposals

Awards drawn from Student Computing Fees assessed:

- Fall Semester 2015
- Spring Semester 2016
- Summer Semester 2016
Learning Spaces Proposals

Proposals Reviewed by the University’s Teaching & Learning Portfolio

- a Governance Committee
- Charter:
  - Focuses on technology to support teaching & learning
  - Prioritizes projects, identifies initiatives, and allocates seed money to technology projects

http://cio.utah.edu/it-governance/teaching-learning.php
Learning Spaces Proposals

Proposal Applicants are interviewed by an appointed Task Force

* Members are drawn from a variety of areas and disciplines, including IT professionals

http://cio.utah.edu/it-governance/teaching-learning.php
LAST YEAR’S AWARDS
FY16 Student Computing Fee breakdown

The total amount of Student Computing Fees collected as a portion of student tuition in FY15 is about $6.5 million. The table and supporting pie charts show a detailed breakdown of the distribution of these funds by category.
The total amount of Student Computing Fees collected as a portion of student tuition in FY15 is about $6.5 million. The table and supporting pie charts show a detailed breakdown of the distribution of these funds by category.
### Total fee breakdown

**Total amount of fees collected in FY15**  \( \$6.5M \)

**Disbursements by IT governance group**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total disbursed to Libraries, Depts, HSEB</td>
<td>2,981,093</td>
</tr>
<tr>
<td>Electronic Classrooms</td>
<td>450,100</td>
</tr>
<tr>
<td>Adobe agreement</td>
<td>250,000</td>
</tr>
<tr>
<td><strong>Total disbursed by IT governance group</strong></td>
<td><strong>3,681,193</strong></td>
</tr>
</tbody>
</table>

**Allocation to centralized services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Applications for Students</td>
<td>826,785</td>
</tr>
<tr>
<td>Umail Email Access for Students</td>
<td>340,000</td>
</tr>
<tr>
<td>Help Desk - Prorated Student Share</td>
<td>65,000</td>
</tr>
<tr>
<td>Network Edge Services for Classroom Bldgs.</td>
<td>184,000</td>
</tr>
<tr>
<td>Network Infrastructure</td>
<td>609,000</td>
</tr>
<tr>
<td>Campus Wireless Access (Student Prorated)</td>
<td>300,000</td>
</tr>
<tr>
<td>Information Security</td>
<td>300,000</td>
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<tr>
<td><strong>Total disbursed to centralized services</strong></td>
<td><strong>2,624,785</strong></td>
</tr>
</tbody>
</table>

**Additional disbursements**

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Management Systems Licensing Fees</td>
<td>69,000</td>
</tr>
<tr>
<td>Adobe Licensing (multi-year)</td>
<td>362,253</td>
</tr>
<tr>
<td>Box</td>
<td>29,000</td>
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<tr>
<td><strong>Total additional disbursements</strong></td>
<td><strong>460,253</strong></td>
</tr>
</tbody>
</table>

**Final total**  \( 6,766,231 \)

*Final figures not available until after Summer 2015 semester.*
WHO MAY PARTICIPATE
Who May Participate

1. University of Utah **Colleges**...must combine all departments into a single proposal

2. University of Utah **Interdisciplinary Programs**...combine all participating colleges into a single proposal

3. University of Utah **Libraries**

4. University of Utah **Centers**...for example, the Center for Disability Services that directly benefits students
WHAT TO REQUEST
What to Request

1. May include classroom technology purchases and maintenance (software, computers, printers, computer lab installations, etc.).

   “Maintenance” requests will not be evaluated and awarded as a separate category this year.

   Include “Maintenance” requests as part of your regular list of projects and their line item costs.

   Detail what particulars are covered by a “Maintenance” project or line item.
What to Request

2 Should **not** be used for:

- salaries
- building facilities repair & maintenance
- computers or tablets used by faculty or administration
- furniture
- training/professional development
- periodical and database subscriptions
What to Request

3 Should **not** include requests for refurbishing general-use classrooms that are already centrally managed and maintained by the University.

- See list of Centrally Managed Classrooms

What to Request

4. Include an **itemization** of last year’s spend from an award you may have received.

- Attach to your proposal
- Can be a spreadsheet or text document of your choosing
HOW TO REQUEST
How to Request

1. Submit project and line item requests with a new **Online Proposal Form**

- No more spreadsheets or PDF’s
- Simplified information
- uNID login is required
- Your proposal cannot be seen or read by other applicants
- Your proposal can be shared with others you designate
Proposal

Before proceeding please read the following instructions that will guide you through the proposal submission process...

Instructions for Learning Spaces Proposal

Proposal Year (when submitted)*
2018

Organization Name *
Please select one

Organization Type *
College

Proposal Abstract *

Contacts *
Contact Name | Contact Phone | Contact Email | Contact Role
--- | --- | --- | ---

+ Add Contact

Approvals for this request *
Appraiser Name | Approver Title
--- | ---

+ Add Approver

Proposal Documents
This field can include any supporting documents that you would like to be attached to your proposal. For example, please include a report of how last year’s award was used.

No attached resources
+ Add Resource
### Projects

- **Project Number**
- **Project Name**
- **Project Description**
- **Project Priority**
- **Students Benefitted**
- **From where do these students originate?**

#### Project Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Benefit to Matching Students</th>
<th>Net Cost</th>
<th>Type</th>
</tr>
</thead>
<tbody>
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**Comments or Clarification for this Project**

**Project Net Costs**

- **Gross costs:** $0.00
- **Attributed to students only:** $0.00
- **Less matching funds:** $0.00
- **Net costs requested:** $0.00

**Calculate**

---

**Proposed**

- **Add Project**
- **Add Item**
### Project Items

<table>
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<tr>
<th>Description</th>
<th>Quantity</th>
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**Buttons:**
- Add Item
- Add Project

**Text:**
- add new projects
- add new line items
% of benefit to students is part of the calculation for net costs

Matching funds are part of the calculation for net costs

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*grey fields are auto-populated or auto-calculated*

**add new projects**

**add new line items**

**Project Net Costs**

- Project Number: 1
  - Net Cost: $80.00
To trigger rolling calculations, click…

- add new projects
- add new line items

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| Gross costs  | $100.00 |
| Attributed to students only | $100.00 |
| Less matching funds | $20.00 |
| **Net costs requested** | **$80.00** |
Use the data fields found in the online form.

With the exception of including documentation about how last year’s award was spent, do not use attached spreadsheets and text documents as your proposal.

The Task Force will not copy and paste data from an attached spreadsheet into the online form.

In 2015, almost 73 hours was spent normalizing line item request data across all proposals.
How to Request

1. Demo of the new Online Proposal Form

INSTRUCTIONS
You can also link to the Instructions from the FUNDING MENU on TLT’s Website

http://tlt.utah.edu/instructions-1sproposal-online-form/
How to Request

Demo of the new
Online Proposal Form

START A NEW PROPOSAL

https://utah.equella.ecollege.com/access/runwizard.do?
method=newitem&itemdefUuid=177df66d-c9e3-433e-a11f-9acb47926e72
How to Request

Demo of the new Online Proposal Form

EDIT AN EXISTING PROPOSAL

https://utah.equella.ecollege.com/access/myresources.do?type=draft
SAVING & SUBMITTING
Use the “Save and Continue” option to save your proposal as you work.
Saving & Submitting

2 Save-a-Draft-and-Return-Later

Use the “Save” + “Save Draft” option to save your proposal so you can return later to edit.
Use the “Save” + “Publish” option to save your proposal and submit for review.
ASSISTANCE
SUPPORT
QUESTIONS
Email: spaces-proposals@utah.edu

Instructions for Proposal Form
http://tlt.utah.edu/instructions-lsproposal-online-form/

PDF of Open House Presentation

Video Recording of Jan 28th Open House
Link is also available at the top of the Instructions for the Proposal Form
OPEN DISCUSSION