Student Technology Fee Advisory Committee
Student Technology Fee Proposal Guidelines

Revised 02/15/19

Introduction and Background

In the summer of 2011, the Chancellor of the University of California, Riverside approved the Student Technology Fee (STF). In order to administer the fee, the Student Technology Fee Advisory Committee (STFAC) was created which consists of student representatives from the Associated Students of UCR (ASUCR), the Graduate Student Association (GSA), and faculty and administrative representatives. It serves as the advisory committee to UCR's CIO who holds the decision authority over the use of the fee, in collaboration with the UCR Provost.

The STFAC is charged with providing the appropriate guidance, input, and oversight to all projects and initiatives funded via the STF.   Further, the Committee will review progress and costs associated with continuing initiatives (projects) on an annual basis. Based on this, the STFAC will review and advise the CIO on the merit and priority of new projects submitted from campus constituents (faculty, staff, students).

This proposal submission process will continue to develop and these guidelines may be revised over the lifetime of the fee, based on both the proposals received, and advances in technology. The process shall remain open, transparent, and inclusive. The adoption of technology, and initiatives is derived by submitted proposals. The ability of technology to improve both the student educational experience and outcomes relies on students, faculty, and staff to engage in the process.

Call for Proposals

The Student Technology Fee funds projects proposed by faculty, staff and students through a competitive process each year. Faculty, staff and students in the UCR community are encouraged submit a proposal. This document provides guidelines by which the STFAC will receive and review proposals each year.

Proposal Evaluation Criteria

With the advances in technology, and how rapidly it evolves, this document sets forth the criteria by which any initiative or proposal can be evaluated based on its benefits to students educational and research outcomes.

Proposals will be reviewed for completeness, accuracy of information presented, and proposal sponsors will be advised of award status once the entirety of the review period has concluded.

The STFAC will review proposals on their merits to determine prioritization to achieve a balanced mix of projects and initiatives that have the biggest impact on the student

population. Proposals may be adjusted by the STFAC to meet priorities set forth by the committee.

Proposal Requirements

Proposals are first required to complete an online form collecting contact information, the proposed funding category, proposed project scope, and an abstract of the project and budget. Upon an initial evaluation by a pre-review proposal readiness committee to determine project category and scope, proposals will be routed to the STFAC for prioritization. Proposals that fail to meet criteria will not be prioritized, and proposal sponsors will be notified.

In order to be eligible for a full review, proposals must provide a full description of the proposed project, including justification and findings of the proposal's benefits and include a detailed budget (using the provided budget template), and any optional supporting documents. These supporting documents may include, but are not limited to, documentation that demonstrates the capacity in which required infrastructure or support needs will be provided by a partnering functional group and memoranda of understanding between partnering functional units.

Proposal Type

Proposals should fall into the following types:

New Project: A project which has not been submitted for review and prioritization.

Resubmittal: This is for a project that was not prioritized by the committee, and is being re-submitted for review by the STFAC.

Renewal: A project that is expiring, and is being submitted for renewal.

Augmentation: This is to augment an existing project which is currently in progress, with a request for modification.

Proposal Description

NOTE: It is strongly encouraged that you create your proposal description in a text editor, prior to starting the Proposal submission form. This will mitigate any issues that might occur as part of the submission process. Further, the Proposal description should be no more than 6,000 characters.

Please compile any supporting documents to a single attachment and limit to no more than 5 pages in length (this includes the budget document).

Descriptions should outline the existing state of any software, process, or service that exists and provide justification of student interest and desire for such a project if available. Further, the proposal description should clearly highlight the impacts of the proposed technology initiatives. Proposals should demonstrate any broader impacts, such as a benefit to the campus community.

The Project Description should include the following information:

- Project background –how it came to fruition,
- Technology enhancements the project will address,
- Expected Outcome (Immediate, and Long-Term Student Impact)
- Justification for budget as submitted in the STF Budget Template.

Proposal Categories

Each proposal submitted shall be classified into one of the following proposal categories for evaluation.

Enhancing Student Access to Learning Content and System

- With the expansion of online learning content, and as students and instructors increasingly interact with one another over the network, access to this content becomes essential.

Supporting Innovative Pedagogy through Improvements to Campus Learning Spaces

- UCR's learning spaces must support new and innovative pedagogies that foster student engagement and success via active, participatory learning approaches.

Improving and Enhancing and Supporting UCR's Learning and Collaboration Environments

- UCR's online learning system (iLearn) is a foundational environment that should evolve and be enhanced in ways that enable new teaching methodologies as well as new technologies and tools.

Supporting the Creation of Digital Content, eLearning Objects, and Blended Learning Environments

- As teaching approaches evolve and technologies enable additional methods of engagement, UCR will require support for the creation of digital learning content as well as innovative delivery models (e.g. blended learning approaches).

Duration of Projects

Proposals should include a project life span which falls into two categories.

- 1 year project (FY 2020)
- 2 year project (FY 2020 & FY 2021)

The years noted above will be modified as part of the online proposal submission form.

Proposal Budget & Cost Details

Please complete and attach the STF Budget Template explaining the budget, and cost details for your project. This will be submitted as part of the proposal submission process.

Proposals should provide a complete budget for the project, including both initial first year costs, and anticipated ongoing costs for years 2 (if needed). Please note, for projects that require ongoing funding for year 2, will be subject to an annual review in addition to the year 1 review. Proposal sponsors are expected to follow all applicable University policies and procedures regarding salary expenditures. Proposal sponsors are expected to follow UC wide approved purchasing guidelines when purchasing materials and supplies.

The proposal budget should be itemized by funding year for the lifespan of the project, and include:

Item Description or Personnel Role: This should describe what is being requested as a budgetary line item.
- Example: Lab Consultant, Adobe Creative Cloud, OptiPlex 5050

Justification: This should briefly explain why this budget item is needed to complete the project.
- Example: The software title is needed as part of an online course initiative for a new course.

Category: Use the dropdown menu in the STF Budget template to select one of the following classification of budget items:
- Personnel: Personnel costs if staffing is required as part of the proposal.

- Equipment or Service: The unit cost shall be specified for a given product, product type, or service.
- Software: The unit cost shall be specified for a given software title.
- Other: Items that do not necessarily fit into the above-mentioned categories.

Unit Cost / Hourly Rate:
Personnel costs should be specified by hourly rate for the total number of hours required for a given year.
Unit Cost: Cost of an item or group of items.
Quantity: Total Quantity of unit items or Total Hours of staff requirements.

Funds Requested: This value will be a sub-total by item description or Personnel role.

SubTotals: The above items should be itemized by Year 1, (and optional, Year 2) sub-total costs as needed.

Project Grand Total: This value will be the combined cost for the duration of the project lifespan.

Please note, these items may not be acquired through the use of the Student Technology Fee fund:

1. Any costs related to the provisions of the facilities (e.g. furniture, etc.)
2. Expenses for salaries and wages and related employee benefits as well as travel and conference expenses for ladder rank faculty, lecturers, graduate teaching assistants, or staff providing general instructional support (except where such faculty or staff are assisting in providing enhanced, highly specialized instruction)
3. Allowances for maintenance, depreciation and replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction.
4. Reproduction of copyrighted materials for course readers or audio or video collections and course syllabi.

For additional details on allowable or unallowable costs, please refer to the Course Materials Fee Policy site.

Proposal Partial Funding

The STFAC committee may opt to modify the submitted proposal to allocate partial funding. Therefore, we request that as part of the proposal submission process that you specify whether this is acceptable for your proposal. If this is acceptable, we then request the following information.

Based on the duration of the submitted proposal we ask that you specify the minimum amount requested per year to support your proposal for the duration of the proposal lifespan.

Post Proposal Assessment (Annual Report)

The funded proposals will require an annual accountability report to detail funds used, efficacy of the initiative, and any campus utilization metrics that might be recorded. Please note that based on the assessment noted above, approved projects are subject to modification based upon the result of metrics, and efficacy of the project.

If the project you sponsor is selected for award, ITS will work with the project sponsor team as needed to determine what will be required for the annual accountability report.

Proposal Submission Schedule

Monday, March 4, 2019 at 5 p.m.: Deadline for submitting completed proposals.