February 2, 2017

TO: Deans, Directors and Department Heads

FR: Robert L. Mokwa
    Interim Executive Vice President for Academic Affairs and Provost

RE: Request for Proposals – CFAC and EFAC FY19 Funds

Proposals are requested for FY2019 Student Computer Fee and Student Equipment Fee funding. The deadline will be Friday, March 2, 2018 at 5:00pm for proposals to the Computer Fee Allocation Committee (CFAC) and the Equipment Fee Allocation Committee (EFAC).

Deans shall collect, rank and submit a consolidated request from the College or other given unit by the deadline. Important updates to the guidelines for proposal preparation and reporting are attached to this RFP. The review committees will meet in early April; allocations for FY2019 will be announced shortly after the committees conclude their deliberations.

**Computer Fee Requests (Submit to cfac@montana.edu)**

- Student computer fee funds are generated by a student fee and may be used to purchase, lease or maintain computer equipment and/or software in support of the *instructional* program at MSU. Section 940.23 of the *Montana Board of Regents of Higher Education Policy and Procedures Manual* (http://mus.edu/borpol/bor900/bor900.asp) provides the specific regulations associated with the use of these funds.
- ITC and the Library will receive 33% of the total student fee funding to support the global computing labs throughout the campus.
- Units may request multi-year funding.
- The request form is attached. Please note the guidelines for prioritization of requests. Please complete all sections of the request form.
- CFAC will reallocate used computing resources made available through this process later in Spring Semester 2018.

**Equipment Fee Requests (Submit to efac@montana.edu)**

- Student equipment fee funds are generated by a student fee and may be used to purchase, lease or maintain equipment in support of the *instructional* program at MSU. Section 940.26 of the *Montana Board of Regents of Higher Education Policy and Procedures Manual* (http://mus.edu/borpol/bor900/bor900.asp) provides the specific regulations associated with the use of these funds.
- The Registrar’s Office will receive a fixed allocation of the equipment fee funding to support classroom equipment throughout the campus.
- The request form is attached. Please note the guidelines for prioritization of requests. Please complete all sections of the request form.
GUIDELINES FOR PROPOSAL PREPARATION AND REPORTING

These Guidelines from the Office of Academic Affairs aim to initiate a process of continuous improvement in the review, funding, expenditure, and reporting process that simplifies application and makes better use of these student funds to benefit our students and to support unit individual and institutional goals.

- There has been considerable interest in making successful proposals accessible within the MSU community. While this topic remains under discussion, in the interest of improved transparency, THE OAA will tabulate the titles, abstracts, and dollar awards of successful proposals on the CFAC/EFAC websites.

- The CFAC/EFAC committees expect to receive focused proposals from the units, with accompanying prioritization of the individual proposals from the colleges. Unit proposals bundled in a single, omnibus college proposal will not be considered as compliant with proposal guidelines and will not be eligible for review.

- Proposal narratives should highlight the alignment of the proposed outcomes with the strategic goals of MSU.

- Proposals narratives should address plans for installation and sustainability of operation. Budgets may include the labor costs to support the installation of new equipment, but ongoing operating labor costs may not be funded with CFAC/EFAC dollars.

- Proposals narratives should include realistic estimates for the anticipated amount of use by Montana State University students in classrooms and in computer, instructional, and research laboratories.

- Proposal development should involve collaboration with UIT (University Information & Technology), wherever appropriate. UIT should be consulted on computer and software choices, vetting of computer replacement schedules, and sign-off on any necessary collaboration in installation and continuing support. Units should seek to leverage existing institutional capabilities and resources in their proposals, and, whenever possible, make selections that facilitate institutional support. OAA is working with UIT to develop an expedited process, for example, in routine periodic replacement of instructional laboratory computers; prior consultation with UIT will be an integral part of this nascent, expedited process.

- As a follow-up to the receipt of an award recipients will create a report, developed from the proposal plan, on actual expenditures, fulfilment of proposal goals, and assessment of outcomes.

Thank you for your continued interest and support to make this process work better for all at MSU.