1. **Be sure you understand what is currently available on campus in terms of computing equipment and software packages and other computing devices as well as funding sources.** Speak with the Campus Technology Services (CTS) staff about your needs and work with your Campus Technology Advisory Board (CTAB) Representative. It may be possible to meet your needs with modest additions to current facilities. Consulting with chairs and deans is also strongly encouraged. Other funding sources such as departmental budgets and academic equipment replacement (AER) funds may be available to at least partially fund a proposal. The TIP committee is working closely with the Provost’s Office to coordinate funding to maximize opportunities for funding proposals. Any work you can do in this regard prior to submitting your proposal will enhance the likeliness of your proposal being funded.
2. **Proposed expenditures must support the instructional mission of the college.** Proposals must address academic initiatives that relate to instruction, student usage, improving student usage, and/or improving student learning through the use of technology.  Proposals for new, innovative and/or trial initiatives will be given priority; however, equipment replacement and expansion of existing equipment or services will also be considered.
3. **Complete the TIP Proposal Form(s) for 2013/2014 and submit it via email to Kris Smith,** [**kristine.smith@oswego.edu**](mailto:kristine.smith@oswego.edu)**, no later than 10/18/2013.** Please send an original, signed copy of your proposal to Kris at 26 Lanigan Hall. Departments may submit multiple proposals, but they must be clearly prioritized. All proposals must be approved by the appropriate dean. The TIP committee will only accept proposals approved by a dean and will only accept multiple departmental requests that are prioritized. Departments may participate in more than one joint proposal with another department or departments. The forms for both single and joint department proposals are included and are identical except for the difference in the cover page.
4. **Identify specific faculty and staff who will implement a proposal.** A solid plan requires direct faculty involvement and staff support. This does not mean faculty must always have an exact idea of what they intend to do when they begin the planning process, but they should have clarified their curricular goals. Implementing faculty and staff should plan to develop their skills with a proposed technology by the time a proposal reaches the implementation stage.
5. **Identify any hardware and software necessary to deliver the computing component of a proposal.** The College may already possess some of the required hardware or software. If new or specialized hardware or software is required, it is important to work closely with the CTS Staff and members of the CTAB Applications/Equipment Sub-committee in order to determine the appropriate hardware or software and the specific costs. Campus standards for computer equipment can be found at <http://www.oswego.edu/cts/services/administrative/computer_equipment.html>.
6. **Identify the areas where any new equipment will be located**. Often discussions revolve around whether to support a new initiative with time-sharing equipment or to use dedicated equipment. Any proposal that does not use existing computing facilities involves new costs for security, renovation, maintenance and user support. Support for newly renovated facilities should be confirmed with the appropriate Dean and Facilities prior to submitting a TIP proposal. A letter of support from both the Dean and Facilities should be attached.
7. **Whenever possible, develop plans that cross disciplinary boundaries.** With limited funds, unnecessary duplication of facilities and effort should be avoided. Proposals should be designed to serve as wide an audience as possible within the framework of the TIP guidelines.
8. **TIP process.** The TIP review committee is comprised of two representatives from CTAB, two representatives from the Faculty Assembly Instructional Technology Council (ITC), one campus FACT representative, and one representative from CTS. The Chief Technology Officer is an ex officio member and chairs the committee.

Applicants will be asked to provide a short (10 minute) presentation to the TIP committee explaining their proposal and answering questions from the committee.

The TIP committee will review and prioritize the proposals and send their recommendation to CTAB. CTAB votes on the prioritized list.

Upon project implementation/completion, recipients of the TIP grants are required to make a brief presentation explaining how the monies were used and the success of the project. Presentations can be made at a variety of venues, including a CTAB meeting or CELT workshop, etc.

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| **Department/Program requesting TIP funding:** |  |
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| *Proposal Coordinator* |  |
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| *Individual Proposer Name* |  |
|  |  |
| *Department* |  |
| *Phone Number* |  |
| *E-mail address* |  |
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| *Signature of Proposal Coordinator* |  |

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| Abstract of TIP proposal (100 words): |
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|  | Yes |  | No | Matching funds available to support this proposal? If yes, please specify on a separate sheet. |
|  | Yes |  | No | Have you received a TIP Grant in the past? |

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| If you have received a TIP Grant in the past, when did you or when do you plan to make a brief presentation explaining how the monies were used and the success of the project? |
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| Signature of Department Chair: |  |
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| Signature of Division Dean: |  |

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| **Collaborating Departments/Programs:** |  |
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| *Proposal Coordinator* |  |
| *Individual Proposer Name* |  |
| *Department* |  |
| *Phone Number* |  |
| *E-mail address* |  |
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| *Signature of Proposal Coordinator* |  |

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| Abstract of TIP proposal (100 words): |
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|  | Yes |  | No | Matching funds available to support this proposal? If yes, please specify on a separate sheet. |
|  | Yes |  | No | Have you received a TIP Grant in the past? |

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| If you have received a TIP Grant in the past, when did you or when do you plan to make a brief presentation explaining how the monies were used and the success of the project? |
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| Signature of Department Chair: |  |
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| Signature of Division Dean: |  |
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| Signature of Division Dean: |  |

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| Description and outline of request for TIP funding. If proposal has several parts, please prioritize each part. Use additional sheets as needed: |
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Proposals must address academic initiatives that relate to instruction, student usage, improving student usage, and/or improving student learning through the use of technology.  Proposals for new, innovative and/or trial initiatives will be given priority; however, equipment replacement and expansion of existing equipment or services will also be considered.

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| **Student impact statement:**  (Description of impact of requested hardware and/or software on students’ access to computing technology, number of students affected, etc.) |
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EQUIPMENT REQUESTED (rank highest priority first)

Whenever possible, please use the models and costs recommended by CTS: <http://www.oswego.edu/cts/services/administrative/computer_equipment.html>

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| **Manufacturer** | **Model** | **Units** | **Unit Cost** | **Cost** |
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EQUIPMENT BEING REPLACED

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| **Manufacturer** | **Model** | **Units** | **SUNY ID #** |
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SOFTWARE REQUESTED (rank highest priority first)

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| **Manufacturer** | | **Model** | | **Units** | **Unit Cost** | **Cost** |
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| **Total Software Cost:** |  | |
| **Total Hardware Cost:** |  | |
| **Total**  **Requested:** |  | |