

SUNY NEW PALTZ
STUDENT COMPUTER ACCESS PROGRAM (SCAP) 2009-2010

APPLICATION FOR FUNDING DEPARTMENT-RELATED PROJECTS FOR STUDENT USE

***NOTE:** By completing this form you understand that any proposal you submit for SCAP 2009-2010 might be approved by the Central Committee on Educational Technology, but may not be funded if SUNY New Paltz's SCAP allocation has been reduced or eliminated for budgetary reasons beyond CCET's and SUNY New Paltz's control. Further, any proposal that is approved but later not funded due to budgetary reasons **MUST** be revised and updated in order to be considered for any subsequent round of SCAP.*

Please attach your proposal to this cover sheet, using supplemental sheets as needed. Submit 15 (fifteen) copies and relevant materials, i.e. specifications, brochures, layouts, price quotes, etc. to Susan DeMaio Smutny, Art History, SAB 106. All proposals must be received no later than **Friday, December 11, 2009.**

Title of Proposal: _____

Department: _____ Loc: _____ Phone: _____

Principal Contact Person: _____ Loc: _____ Phone: _____

Principal Contact Person email: _____

Contact Person Signature

Date

Dept. Chair: _____ Loc: _____ Phone: _____

Department Chair Signature

Date

Dean's Signature

Date

Note: Dean's signature indicates that the Dean has reviewed this proposal and is aware of its implications concerning the needs for space, on-going maintenance, support, up-grades, etc.

This application form should be attached as a cover page to your completed proposal.

In order to facilitate consideration of this proposal, please address the following points in the order given below, using the given headings. If any points are not applicable to your proposal, please so indicate to avoid misunderstanding. Do not omit any of the points. Since it will be impossible to give due consideration to incomplete proposals, any proposal which fails to address all these points will be returned without consideration.

1. Total cost of the proposal

Provide the total cost of all items included in your proposal.

2. Itemized list of each element of your proposal

Provide an itemized listing of each of the proposal's elements, including the cost and quantity, for each item requested. Attach a valid price quote from an actual vendor for each item requested. A person from Academic Computing and/or IMS can assist you in finding vendors. It is each department's responsibility to provide a complete and detailed budget.

3. Aim of the project

- a) Describe the direct academic benefits students will derive from the proposal. Describe the innovative aspects the proposal introduces or supports relative to your academic program.
- b) Explain in some detail how the proposal will fit into the long-range academic plan for your department.

4. Student Utilization

Which specific courses/groups will use the equipment and/or software? Provide an estimate of the number of students and the number of hours of utilization. Are these courses required for students' majors, for certification or accreditation? Will these resources be available to students outside your department? If so, describe the estimated hours and conditions of access.

5. Currently available related resources

For each course, describe any equipment that is currently being used for the pedagogical purposes that the new, proposed equipment is intended for. Explain why this equipment is no longer adequate, and how the new, proposed equipment will remedy any inadequacy or provide new capability.

6. Location

- a) Where will the equipment be located?
- b) How is the proposed space being used currently?
- c) Will this proposal require structural/electrical/telecommunications modifications to the intended space? Note: Certification by Telecommunications and/or Facilities is required. Please attach the hard copy or e-mail memo to certify.
- d) Provide affirmation from the coordinator of that space that it is available for student computing.
 - This affirmation should come from your Dean and not from the applicant.

7. Security

Describe the security equipment/measures that will be used to protect the requested resources and, if appropriate, restrict access by unauthorized users.