## Call for Proposals:

## Systemic Projects

**PURPOSE**:

Systemic projects are proposed by operational units of the university (Academic departments, library, academic/student service units) for instructional technology enhancements relevant to, and impacted by, the department or operational unit.

**WHO MAY APPLY**:

Department chairs or leadership may propose a project on behalf of their academic departments or unit intended to enhance the current instructional technology standard at which the unit operates.

**WHEN TO APPLY**:

March 22, 2024 (approximate notification/ start date: April 5)

All proposals must be submitted via email to [techfeeproposals@floridapoly.edu](mailto:techfeeproposals@floridapoly.edu) and late proposals will not be accepted. Incomplete/ partially submitted applications will be eliminated from the review process.

**PROPOSAL REVIEW PROCESS:**

A review panel made up of the University’s Technology Fee Committee will evaluate the proposals and make recommendations to the Provost. It should be assumed that the reviewers are ***not*** knowledgeable about the specific content area of the proposed work.

The reviewers will assess each application using the following criteria for each award:

* Potential impact of the proposed work on the student educational experience
* Clarity and appropriateness of the description of the roles of the team members
* Appropriateness of the budget

**The department chair or designated responsible party is required to submit a formal final report within four weeks of the project end date.** The report should summarize the results of the project and should include a final budget report and must be signed.

**APPLICATION**:

The application must contain all the information below in order to be considered for funding:

* Completed and signed Proposal form
* Non-technical abstract
* Project plan
* References
* Budget information
* Signatures for all applicants