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 of unit-wide or university-wide scope.

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.

Not all projects submitted in a proposal will be funded. Limited funds are available for these projects. It is anticipated that the total available funds will be split between multiple projects.

WHEN TO APPLY:

Application materials must be submitted before 5:00 pm on the appropriate date indicated below:

November 15 (approximate notification/ start date: December 15)
March 15 (approximate notification/ start date: April 15)

Proposals may be submitted at either of the two established deadlines. All proposals must be submitted via email to techfeeproposals@floridapoly.edu. Under no circumstances will late proposals be accepted. All submission will be considered submitted by the date and time the email was received. Funds are not held in reserve, so that worthy projects may be funded later in the academic year. For this reason, applicants are encouraged to apply as soon as possible for funding from the program. Applications received after 5:00 pm on the due date will not be reviewed. 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. It generally takes about 3-4 weeks after submission of an application for notification of the final status of an application.

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

- Intellectual and academic merit of the project
- Clarity and appropriateness of the problem, gap, or deficiency that is being addressed
- Appropriateness of the budget
- Likelihood of communication of project results to the academic community

The department chair responsible for the project 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.

All participants agree to acknowledge the support of Florida Polytechnic University in any presentations or communication of the results of the project.

APPLICATION:

A typed (handwritten applications will not be accepted), completed, and signed application must be submitted to the University's Technology Fee Committee through techfeeproposals@floridapoly.edu, no later than 5:00 pm on the stated deadline. The application must contain all the information below in order to be considered for funding:

- Completed and signed Proposal form
- Project plan
- Budget information