HENRY FORD COLLEGE
Technology Investment Fund (TIF)
Application for Funding

This form and any attachments must be submitted electronically to the chairperson of the Technology Investment Committee by the published deadline date. (This application may be submitted as a document separate from the attachments.)

Please read the Outline of Approval Process and Expectations of Applicants/Project Directors on the last page, and check the box stating that you agree to the terms of the expectations.

Date of Application:	**Strategic Planning Initiative ID #:**
Project Name:	**Total TIF Funds Requested:**
Project Director(s):	**Department/Division/School:**

Summary of Project   *(Please limit to one paragraph.)*

Detailed Description of Project
Describe your project as specifically as possible. What do you propose to do, and why do you propose to do this?

Student Impact
How many unique students will be served each academic year (Fall through Summer) by your project? The term "unique students" refers to unduplicated headcount. Provide detail (course numbers; titles; and enrollments, for example).

Project Relevance to Technology Investment Committee Guidelines   *(Address only those that apply.)*
Explain how the project provides technology to multiple courses or programs.
Explain how the project introduces student access to technology where it has not been available.
Explain how the project promotes innovation.

Explain how the project promotes curricular revision.

Explain how the project supports areas that have established themselves as leaders using technology.

Are you pursuing additional funding sources? If so, what are they?

Project Budget

What will be purchased? (Include model numbers, if appropriate.) What is the cost? Include amounts that are committed from funds other than the Technology Investment Fund, and indicate the source of those other funds.

From where will funds for future maintenance needs, consumables, and such come?

Forward any support for your budget (quotes, for example) to the chairperson of the Technology Investment Committee, and indicate here what has been forwarded.

Rank your needs so that the Technology Investment Committee will have guidance should only partial funding be available to recommend.

Project Location and Equipment Security

Describe specifically where items to be purchased will be located or installed. Forward to the chairperson of the Technology Investment Committee room-layout diagrams if appropriate.

Indicate the status of any necessary approvals for using the space in which items will be located or installed.

Who, specifically, will do the installation?

How will equipment purchases be secured?

Have you discussed with the Executive Director of Facilities Services to determine what, if any, infrastructure modifications are required to support this project such as electrical upgrades, locks, etc.? What has been determined?

Have you discussed with the Director of Network and IT Infrastructure to determine what, if any, software and/or network infrastructure modifications are required to support this project? What has been determined?

Evaluation
How, specifically, will you determine the success or shortcomings of your project?

TIF Funding: Outline of Approval Process and Expectations of Applicants/Project Directors

1. Your project must be consistent with the description of the purpose of the Technology Investment Fund (See II.D.210 in the Faculty Organization Handbook.) and <u>must have been submitted as part of your division's operational plan</u>. Assuming that your project has not been funded otherwise (from general College funds or through Perkins funding, for example), you may complete and submit the application for TIF funding by the announced deadline.

2. A meeting will be scheduled for you to present your project to the Technology Investment Committee. You will be asked to give a short presentation and to take questions from Committee members about your project. The Committee will then meet to determine whether to recommend funding for your project. Please remember that even projects with great apparent merit may not be recommended for funding due to limited funds or other factors.

3. The recommendations of the Technology Investment Committee are forwarded to the President for consideration. Should your project be recommended by the Committee for funding and should the President concur with that recommendation, the funding request is placed before the Board of Trustees for consideration.

4. If your funding request is to be brought before the Board, the Technology Investment Committee Chair will notify you of the date of the Board meeting at which your request will be discussed. You or someone familiar with your project should plan to attend that meeting to answer any questions Board members may have.

5. The Board of Trustees will not actually vote whether to allocate funds for your project until the meeting following the meeting at which your project is discussed. The Board generally does not ask further questions about projects during the meeting in which it takes the vote. The Technology Investment Committee Chair will notify you of the outcome of the Board's vote.

6. Assuming that the Board votes to allocate funds to your project, you will work with the Office of Financial Services and Auxiliary Services and with Purchasing to use your funding to complete your project. (A copy of your proposal will be forwarded to the Purchasing Director.) You are responsible for coordinating the work to be done to complete your project including any tasks required during the Spring and Summer semesters.

7. During the third full semester (Fall or Winter semester) following the semester during which your funding is awarded, you will be asked to provide a written report evaluating your project and to present this report to the Technology Investment Committee.

☐   I (We) have read the TIF Outline of Approval Process and Expectations of Applicants/Project Directors and do agree with the terms of the expectations.

Name(s):

Date: