

# Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

**DUE: Friday, January 19, 2018**

If you have questions about this form, please contact Gina Matibag at (805) 437-3320  
For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Glassware for CHEM 110

### Requestor

Simone Aloisio

### Requestor Phone Number

437-8999

### Requestor Email

Simone.Aloisio@csuci.edu

### Amount of MSFT Funding Requested

7500.00

### Date Funding Needed by

8/20/18

### Are you a member of the Division of Student Affairs?

- ☒ No  
☐ Yes

### Please select your AVP/Dean

Meriwether, James H - Interim Dean of Arts & Sciences

### Will you receive funds from any other source(s)?

- ☒ No  
☐ Yes

### Has this project or activity previously received MSFT funding?

- ☒ No  
☐ Yes

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Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

### 1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

### 2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

### 3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

### 4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

#### Brief Project Description

We are requesting one-time funding for glassware for 24 lockers for CHEM 110, our chemistry course for health science and pre-nursing students. This course is our fastest growing course, and we are currently limited in the number of lab sections we can run by not having enough glassware. We currently run 4 lab sections of this course each semester. There are 12 lockers per lab section, shared by two students each. We currently have over 30 students wait listed for the course, but cannot offer another lab section this spring. We expect to offer 5, and then 6 lab sections of this course starting in Fall 2018.

#### Brief Project Description Additional Documents

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#### Project/Activity Budget

Lab Drawer Glassware \$7500

Glassware includes beakers, test tubes, etc... Each lab drawer costs a little over \$300 to equip. We have locker and drawer space in our laboratories to accommodate six lab sections. We are currently equipped for four.

#### Project/Activity Budget Additional Documents

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#### Project Assessment

The chemistry department will provide a report to the MSFT at the end of the academic year, when funds have been spent.

#### Project Assessment Additional Documents

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Sources of Project Support

None.

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Simone Aloisio Jan 19 2018

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 James Meriwether Jan 19 2018