

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

Microscopes for Aliso Hall 131

Requestor

Catherine Hutchinson

Requestor Phone Number

8054378403

Requestor Email

catherine.hutchinson@csuci.edu

Amount of MSFT Funding Requested

27009.71

Date Funding Needed by

June 2018

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

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

The Biology Program seeks funding for microscopes to be used in the newly renovated laboratory space of Aliso Hall 131. Currently, we are having to transport microscopes back and forth from other laboratory spaces to Aliso Hall 131. Unfortunately, we are running into the problem of the microscopes being needed at the same time the other laboratory spaces we borrowed from need them. We have tried coordinating the usage to avoid conflicts, however with the increase in the number of laboratory sections we are finding this harder to do. After realizing the campus will continue to grow and the number of laboratory sections will increase, we can no longer maintain what we are doing. The microscope brand is what are current microscopes are and include educational pricing. We are looking to purchase the microscopes for Fall 2018 usage.

Brief Project Description Additional Documents

Project/Activity Budget

Please find attached the quote for the microscopes.

Project/Activity Budget Additional Documents

[QT-U1178811_CSUCI_Hutchinson_cx33dual.pdf](#)

Project Assessment

The best measure of effectiveness will be the student using the microscopes during the laboratory course. Usage will be determined by direct observation. A sign will be placed near the microscope cabinets that will promote student fees made this possible.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only funding source for this project.

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.

 Catherine Hutchinson Jan 18 2018

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 James Meriwether Jan 19 2018