

Table of Contents

Harris, Colleen - #250 - Library Circulating Laptops	1
MSFT Project/ Activity Budget	3

Application Summary

Competition Details

Competition Title:	MSFT Applications for 2020-2021
Category:	Internal Funding
Award Cycle:	2020-2021
Submission Deadline:	4/10/2020 3:00 PM

Application Information

Submitted By:	Colleen Harris
Application ID:	250
Application Title:	Library Circulating Laptops
Date Submitted:	2/24/2020 10:07 AM

Personal Details

Applicant First Name:	Colleen
Applicant Last Name:	Harris
Applicant Department:	Library
Email Address:	colleen.harris@csuci.edu
Phone Number:	(805) 437-3140
Who is the Staff Support for Project/Activity?:	martha.reyes@csuci.edu
Staff Support email:	martha.reyes@csuci.edu

Application Details

Proposal Title

Library Circulating Laptops

Brief Project Description

This grant application request is to augment the number of laptops the Library is able to check out to students.

One of the student services the Library provides is circulating laptops: students can check out laptops that have a 4 hour circulating period, and the Library has a limited number of laptops that check out for 1 week. Last academic year, our fifteen 4-hour PC (non-Apple) laptops checked out 5,793 times (for a total of 23,172 usage hours, and the thirty week-long PC laptops checked out 900 times (for a total of 151,200 usage hours). Laptop lending is one of the Library's most-used services. The week-long laptops often have a long waiting list because students want to be able to have consistent access to their online course materials and a computer with the necessary programs to complete their assignments, and the 4-hour loan laptops are very often all checked out given the high usage (per the statistics mentioned earlier). The Library expects this demand to only increase with the development of more Z-majors where faculty move away from print textbooks and to online-only course materials.

Faculty are increasingly requiring that students locate, develop, and turn in their assignments online, which creates an expectation that most of our students have the required technology available to them, which is not always the case. With additional laptops, the Library would be able to provide a service that not only serves students' immediate academic needs, but also provides for more equitable access to the technology required to complete their coursework, which not all students can afford.

Amount of MSFT Funding Requested

54,515.15

Project/Activity Budget Detail

The Library is requesting:

45 Dell Laptops = \$50,115.15

2 laptop carts = \$4400

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

No

Other Funding Sources

N/A

Has this project or activity previously received MSFT funding?

No

Acknowledgment

Fiscal Management

Project applicant/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 applicant/sponsor will be responsible for managing purchases, transfers of funds, and all transactions related to approved projects

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

**CSU Channel Islands
MSFT Proposed Budget
2020-2021**

Please layout in detail when various components of your plan will be complete in order to achieve key milestones. This information will be use to forecast the spending of MSFT within the fiscal year.
PS: all purchases/services need to be received and billed to CI before June 30th to account for the current fiscal year.

SAMPLE

Project or Activity Title

**Total Requested
\$\$**

Chemistry Laboratory Instrumataion Refresh

\$452,000

MSFT Planning Budget Calendar 2020-2021

Items or services requested to be funded	July 2020 -Period 1	August 2020-Period 2	September 2020 -Period 3	October 2020 -Period 4	November 2020 -Period 5	December 2020 -Period 6	January 2021 -Period 7	February 2021 -Period 8	March 2021 -Period 9	April 2021 -Period 10	May 2021 -Period 11	June 2021-Period 12	Grand Total
Purchase of UPS Power Conditioner				\$ 9,000.00									\$ 9,000.00
Purchase Glove Box			\$ 42,000.00										\$ 42,000.00
Purchase of Spectrohometer						\$ 156,000.00							\$ 156,000.00
Purchase of Fluorimeter							\$ 39,000.00						\$ 39,000.00
Purchase of Analytical Ultracentrifuge			\$ 198,000.00										\$ 198,000.00
Lab. Student assistant hours to set up equip.								\$ 2,000.00	###	\$ 2,000.00	###		\$ 8,000.00
Total	\$ -	\$ -	\$ 240,000.00	\$ 9,000.00	\$ -	\$ 156,000.00	\$ 39,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 452,000.00

CSU Channel Islands
MSFT Proposed Budget
2020-2021

Please layout in detail when various components of your plan will be complete in order to achieve key milestones. This information will be use to forecast the spending of MSFT within the fiscal year.
 PS: all purchases/services need to be received and billed to CI before June 30th to account for the current fiscal year.

Project or Activity Title

Total Requested
\$\$

Library Circulating Laptops

total amount

**formulas will calculate totals*

MSFT Planning Budget Calendar 2020-2021

Items or services requested to be funded	July 2020 -Period 1	August 2020-Period 2	September 2020 -Period 3	October 2020 -Period 4	November 2020 -Period 5	December 2020 -Period 6	January 2021 -Period 7	February 2021 -Period 8	March 2021 -Period 9	April 2021 -Period 10	May 2021 -Period 11	June 2021-Period 12	Grand Total
45 Dell Laptops				\$ 50,115.15									\$ 50,115.15
2 Laptop cabinets/carts				\$ 4,400.00									\$ 4,400.00
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
<i>* you can add lines to your budget by inserting lines here</i>													\$ -
Total	\$ -	\$ -	\$ -	\$ 54,515.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,515.15