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# Application Summary

## Competition Details

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

## Application Information

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<b>Submitted By:</b>	Emily Smith
<b>Application ID:</b>	294
<b>Application Title:</b>	CommonLook Remediation Request
<b>Date Submitted:</b>	3/2/2020 4:14 PM

## Personal Details

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<b>Applicant First Name:</b>	Emily
<b>Applicant Last Name:</b>	Smith
<b>Applicant Department:</b>	Academic Affairs
<b>Email Address:</b>	emily.smith@csuci.edu
<b>Phone Number:</b>	(805) 437-3640
<b>Who is the Staff Support for Project/Activity?:</b>	Emily Smith
<b>Staff Support email:</b>	emily.smith@csuci.edu

## Application Details

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### Proposal Title

CommonLook Remediation Request

### Brief Project Description

The Alternative Media program directly supports the CSUCI mission statement by providing learning tools to supports students within and across disciplines through accessible formats to facilitate learning. The Alternative Media program is looking to support students by providing accessible formats, such as accessible PDF files. Creation of accessible PDFs is a lengthy and complex process that requires many steps. This process includes, but is not limited to, scanning, OCRing text, zoning text, verifying and spell checking, creating tags, and re-ordering tags. This process can vary in length and time depending on the difficulty of the file, such as very complex math, science, and poor scans. For an example of a high-level document, please refer to additional statements on the MSFT CommonLook Summary Report Form. For the files that require high-level processing, the Alternative Media program does not have the additional staffing and/or technology tools necessary for conversion.

We are requesting funding of \$5,000 for outsourcing of production of high-level PDF instructional materials. We would outsource these high-level documents to CommonLook, a PDF remediation company with compliance in ADA and Section 508. CommonLook will remediate files to achieve accessibility and usability.

By funding this proposal, it will not only help enhance the educational experiences for students but also enhance students' overall university experience. CommonLook is an innovative program that can improve student comprehension. One of the goals of this project is the promote graduation and retention rates through quality and accessible PDFs.

While these accessible formats will accommodate students with disabilities, they will also benefit all students in the courses. Accessible PDFs benefit all students by having alternate text for pictures, headings, TOC for large documents, searchable text, and can be used with screen readers or text-to-speech programs such as VoiceOver. In order to ensure PDF accessibility, CommonLook will:

- Scan, identify, and fix accessibility issues in document holdings
- Review and correct the logical structure of the file
- Check and correct tables, including tagging/redesigning complex tables
- Review, and create alternative text if necessary
- Fix Content Order view to enhance use on mobile devices
- Review, verify and fix script functionality
- Review form elements and address accessibility issues
- Test each document with one or more tags-aware assistive technologies
- Ensure the document passes Adobe's Acrobat Accessibility Checker
- Provide a Section 508, or a WCAG 2.0 AA conformance certificate for each document

### **Amount of MSFT Funding Requested**

5,000

### **Project/Activity Budget Detail**

Please refer to file attached titled MSFT CommonLook Budget Workbook. CommonLook charges anywhere from \$8-\$11 per page for processing PDFs. Please see the attach quote from CommonLook for three different high-level documents.

The differences in pricing varies based on if the files have been OCRed or not. The more expensive files require CommonLook to OCR the documents and then remediate the PDF. Each month could vary on the cost spent on documents sent to CommonLook. We are estimating the need for \$5,000 for the fiscal year of 2020-2021.

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

No

### **Other Funding Sources**

MSFT will be the only source of funding for outsourcing of PDFs to CommonLook.

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

No

## **Acknowledgment**

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### **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 Spectrophotometer						\$ 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
<b>Total</b>	\$ -	\$ -	\$ 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 used 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**  
**\$\$**

CommonLook Request

\$ 5,000.00

\*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
Summer Break 2020 Student Assistant (40hrsx\$13/hr)	\$5,000.00												\$ 5,000.00
<b>Total</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>

## MSFT SUMMARY REPORT

Please provide a summary of your submission and explain how MSFT funding has helped improve resources and experiences for students at CI. Feel free to add 2-3 photos.

These funds will provide support for production of high-level documents into accessible PDF documents through outsourcing to CommonLook. An example of a high-level document is noted in the additional statements below. Availability to accessible PDFs improve comprehension and user experience. Accessible PDFs allow for reaching a wider audience, such as students with or without disabilities. Additionally, accessible PDFs increase usability. This goal allows for PDFs to be easier to navigate and view for all.

Provide a summary of the status of your budget. Were you within budget? Was the entire allocation spent by end of FY? Overspent? An extension requested due to scope/materials change?

There was no previous MSFT funding for CommonLook outsourcing requests.

Additional statements or final comments you would like to provide to the MSFT committee:

### High-Level Document

DIO CHRYSOSTOM

(ἐὰν μὲν ἀρέσῃ ὑμᾶς, ἀγείρατε, εἰ δὲ μή, εἴτε οὕτως, εἴφην, καὶ τῆς τοῦ Φωκυλίδου ποιήσεως 12 ἐξεστὶ σοὶ λαβεῖν δαίγμα ἐν βραχεῖ. καὶ γὰρ ἔστιν οὐ τῶν μακρῶν τινα καὶ συνεχῆ ποιῆσαι εἰρόντων, ὡς περ ὁ ὑμέτερος μίαν ἐξῆς διέξευσι μάχην ἐν πλείουσιν ἢ πεντακισχιλίους ἔπεσον, ἀλλὰ κατὰ δύο καὶ τρία ἐπὶ αὐτῶν καὶ ἀρχὴν ἢ πάρος καὶ πέρας λαμβάνει. ὥστε καὶ προστίθῃσι τὸ ὄνομα αὐτοῦ καθ' ἕκαστον διανόμημα, ὅτε σπουδαῖον καὶ πολλοῦ ἀξίον ἡγούμενος, οὐχ ὡς περ "Ὀμηρὸς οὐδαμῶς τῆς ποιήσεως ἀνόμασεν αὐτόν. 13 ἢ οὐ δοκεῖ σοὶ εἰκότως προσβῆναι Φωκυλίδῃς τῇ τοιαύτῃ γνώμῃ καὶ ἀποφάσει, καὶ τὸδε Φωκυλίδου· πόλις ἐν σκοπέλω κατὰ κόσμον οἰκεῖσα σμικρῇ<sup>1</sup> κρέσσων Νίνου ἀφραϊνούσης; ἀλλ' οὐ πρὸς ὅλην Ἰλιάδα καὶ Ὀδύσειαν ταῦτα τὰ ἐπὶ ἐσθλά<sup>2</sup> ἄστυ τοῖς μὴ παρέργωγς ἀκροουμένοις; ἢ μᾶλλον ὑμῖν ἀκούειν συνέφερε περὶ τῶν τοῦ Ἀρχαίου πηδήσεων τε καὶ ἀρούσεων καὶ τῆς φωνῆς, ὅτι μόνον φθεγκάμενος ἔτρεπε τοὺς Τρῶας; ταῦτα μᾶλλον ὠφελεί ὑμᾶς ἐκμανθάνου- τας ἢ ἐκεῖνο, ὅτι ἡ σμικρὰ πόλις ἐν τραχεῖ σκοπέλω κειμένη κρείττων ἐστὶ καὶ εὐτυχεστέρα κατὰ κόσμον οἰκοῦσα ἢ μεγάλη ἐν λείῳ καὶ πλατεί πεδίῳ, ὡς περ ἀκόσμως καὶ ἀνόμως ὑπὸ ἀνθρώπων ἀφρόνων οἰκῆται;

<sup>1</sup> οἰκεῖσα σμικρῇ Morel: οἰκεῖσα (or οἰκεῖσαι) μικρῇ.  
<sup>2</sup> ἐσθλά udled by Cyrre.

<sup>1</sup> Dio may have had in mind books 11 to 17 of the *Iliad*.

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(Ἰφθίμων)

# Quote for Remediation Services



NetCentric Technologies Inc.

ATTN: Accounting  
1600 Wilson Boulevard, Suite 1010  
Arlington, VA 22209 USA  
USA

## Quote Information

Prepared By: CommonLook Remediation Services      RPM Quote Number: CSUCI2020-02-28  
Account Rep.: Andrea Combs      Created Date: Feb 28, 2020  
Email: acombs@commonlook.com      Expiration Date: Mar 13, 2020

## Prepared For

Organization: CSU - Channel Islands  
Contact Name: Emily Smith  
Email: emily.smith@csuci.edu

## Quote Line Items

Line Item Number	Product	Product Description	Line Item Description	Sales Price	Quantity	Total Price
00001	Remediation_01	Professional Services - Document Accessibility Remediation	07CH_CB.pdf (Alternative text to be provided by customer. )	USD \$8.00	17	USD \$136.00
00002	Remediation_01	Professional Services - Document Accessibility Remediation	c05.pdf (Alternative text to be provided by customer. )	USD \$8.00	34	USD \$272.00
00003	Remediation_01	Professional Services - Document Accessibility Remediation	week 10 David Garcia Strategies of Segregation intro and epilogue.pdf (OCR Required)	USD \$11.00	10	USD \$110.00

**Grand Total:** USD \$518.00

Note: This quote is confidential and contains commercially sensitive information intended for the exclusive use of the client to whom it was issued.

## Additional Terms

Invoice will be submitted after delivery of outlined services. Payment is due within 30 days of invoice date.

This quote assumes that alternative text for all images, diagrams, charts, flowcharts, maps, and math formulas and symbols, is to be provided by the customer. Alternative text is required for any graphic that provide content and should sufficiently convey this content to a screen reader user.

ACCEPTED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_