



**Materials, Services, Facilities and Technology Fee
Fiscal Year 2017-2018 Budget Request Form***

DUE: Friday, January 20, 2017 @ 5:00 P.M.
Please return completed requests via email to gina.matibag@csuci.edu

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

Project or Activity Title: **Transmitter replacement and Digital Model Projector in EI Dorado Hall 140**

Name of organization requesting funds: **Graduate Studies Center** Date: **1/16/2017**

Requestor: **Sara Alcala** Contact Phone Number: **(805)437-3578**
E-mail: **sara.alcala@csuci.edu**

Amount of MSFT Funding Requested: **\$2,600**

Date Funding Needed by: **July 1, 2017**

Will you receive funds from any other source(s)? YES **NO**
If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2016-2017 (including request from MSFT).

Has this project or activity previously received MSFT funding? **NO**
If yes, please attach copy of report

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 pages and materials (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.

Projector transmitter and digital monitor projector replacements needed in order for students to be able to utilize projector in ELD 140. This room is used to facilitate tutoring sessions, academic success workshops and conduct meetings benefiting academic and personal success of our student population.

We will need a new transmitter to replace the one that was burned out due to overuse & replace outdated projector with digital monitor to be compatible with transmitter. Once this is replaced, students and staff will be able to benefit from the use of the projector in this shared space dedicated to student success outside the classroom.

The benefits for students in this room will be multiple. Students will, again, have full use of one space that they will use both as a place for students to work on and receive tutoring assistance for their CI coursework via STEM tutoring (PLTL sessions). Students will have space in El Dorado where they can practice oral and digital presentations that can be viewed and will be able to schedule the room through the STEM for work with a tutor on such projects and also host workshops based around student academic, professional and personal success via Graduate Studies Center. During finals sessions students will be able to use ELD 140 to practice group presentations that can allow for full display of their presentations as is available in their classrooms. ELD 140 will be brought up to date technologically, as it was once before.

Would like to have this transmitter and projector replaced in time for 17-18 academic year, if not sooner.

- 2. Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) 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?

Transmitter and digital model projector replacement cost: \$2,600 (approximate). The attached document provides detailed cost of equipment needed to restore ELD 140 projector. I.T. will be installing new transmitter.

- 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.

The assessment will be the continued use of this space through data of reserved use through scheduling system (25Live) and continued access to use of projector to assist with tutoring, workshops and meetings based around student success.

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.

MSFT is the sole source of support and funding for this project.

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.

Requestor

Signature

Date

AVP / Dean

Signature

Date