

Academic Computing Committee (ACC) Request for Proposals

Overview

Each year Higher Education Funds (HEF) are allocated for the Academic Computing Committee (ACC) program. The ACC, under the authority of the University Faculty Senate and Vice President for Information Technology solicits and evaluates proposals for the use of these funds.

Funding Goals

The purpose of the program is to replace or upgrade computers and peripherals in existing open computer labs. Open computer labs are defined as spaces in which all students, faculty, and staff have access to the equipment provided in the labs; regardless of major, focus, or discipline. A small percentage of the allocated funding may be used to fund proposals which are limited to specific disciplines or majors.

The program does not fund the creation of new lab spaces or the expansion of existing lab spaces.

2024-2025 ACC Submissions

Due to Microsoft's sunsetting of the Windows 10 operating system, ACC proposals should seek to replace or upgrade devices which are not Windows 11 compatible. ACC awards will prioritize submissions which seek to replace or upgrade devices which are not Windows 11 compatible. [Contact the IT Assistance Center](#) for assistance in determining if devices can be upgraded or should be replaced.

Proposed Equipment

Proposed equipment must comply with current University IT standards and must be validated by ITAC prior to proposal submission. The following link references standard computer models and pricing:

<https://itac.txstate.edu/support/hardware-dfp/computer-pricing.html>.

To ensure equipment meets current standards, a mandatory consultation with ITAC is required prior to the proposal's submission. Software for specialized peripheral devices must be vetted by the Information Security Office and the Electronic Information Resources Accessibility Coordinator. Equipment will be sourced through authorized vendors (Dell, HP, Apple, Summus, etc.). A substantial business justification is required for unauthorized vendors. Vendor selection is at the sole discretion of the Director of IT Business Services. All equipment shall include a service warranty or maintenance plan approved by ITAC.

Eligible Equipment

Equipment and peripherals eligible for the ACC program include:

- Desktop computers (PC and Mac)
- Laptop computers (PC and Mac)
- Tablets or other mobile devices (Apple iOS)
 - Tablets and mobile devices must be managed by ITAC
- Printers
- Scanners
- Hard drives
- Memory/RAM
- Webcams

Equipment Surrender

The ACC program does not fund expansion of existing computing labs. As a result, the same number of devices requested in the proposal must be surrendered to ITAC. ITAC representatives will assess the surrendered equipment for potential redistribution, inclusion in the ITAC surplus program, or dispatch to Materials Management for further processing. The source of surrendered equipment is at the discretion of the awardee. For example, the equipment previously used in the lab may be distributed to instructional assistants, instructors, or for other departmental use. However, the same number of like devices requested must be surrendered (for example – desktop computers have been awarded to a department, but they would like to surrender microscopes. This would not be allowed.) Departments may choose to submit older equipment for surrender and central decommissioning as long as they are like devices.

It is at the sole discretion of ITAC as to how devices will be surrendered. ITAC may take possession of the surrendered equipment or recommend transfer to Materials Management.

If devices are recommended for transfer to Materials Management, it is the awardee's responsibility to coordinate and provide proof of the transfer. All equipment surrenders must be completed before the end of the fiscal year in which they were awarded (for example: if your grant was awarded in fiscal year 2025, asset transfers must be completed, and proof of transfer provided to ITAC by August 31, 2025).

Submission Procedures

The following items are required to complete an ACC proposal submission. Incomplete submissions will be rejected without consideration.

Before beginning a proposal:

- Meet with your College's ACC representative
 - Consult with your college's ACC representative to ensure the scope, purpose, and request for funding are admissible per ACC guidelines.
 - ACC committee representative concurrence must be documented using the appropriate section of the proposal template.

- Consult with ITAC
 - Consult with the appointed ITAC ACC representative or their designee to ensure equipment requested is compatible with university systems and current equipment specifications. ITAC representatives will also ensure all equipment is serviceable and includes an acceptable service plan or warranty. If laptops or mobile devices are requested, accidental damage protection must also be included.
 - The ITAC ACC representative must be documented using the appropriate section of the proposal template.

Before submitting a proposal:

- Review with your College's ACC representative
 - Consult with your College's ACC representative to ensure all components of the submission are complete and all questions about the submission have been answered satisfactorily and will aid your representative during committee discussions and application review.
- ACC committee representative concurrence must be documented using the appropriate section of the proposal template Equipment Quote
 - Requests must include a copy of the approved vendor's quote for new equipment.
 - If the equipment requested is non-standard, adequate time for the quote to be generated from an approved vendor must be allocated. This can take anywhere from 5-7 business days depending on the vendor, desired specifications, use case, inventory, and availability of ITAC staff.
- Proposal Template
 - Utilize the template provided by the committee for application submission. The template includes sections for:
 - ACC representative and ITAC review approvals
 - Budget Summary and Justification
 - Identification of Surrendered Equipment
 - Prior Year Assessment (if applicable)
 - Statement of Support from Chair
 - Statement of Support from Dean
 - Usage Assessment (#students, #courses, #sections, #computers in lab, #lab hours)

Proposal Submission Process

Some components of the proposal may need to be printed, as they require signatures. If you are familiar with Adobe Sign, you may utilize it to obtain electronic signatures for documents which require them. The completed proposal packet should be submitted electronically to your college's representative. The representative will then upload the completed packet to Canvas for the committee's review. The final submission must be in one PDF document, in order, and every section must be completed. Otherwise, the committee may reject the submission.

Assessment Criteria

The committee will assess submissions using the following criteria:

- Justification – 25 points
- Anticipated Impact – 20 points
- Cost Commitment from Administrators – 20 points
- Age of Equipment – 25 points
- Dean’s Statement of Support and Ranking – 10 points

Proposal Checklist

Use this checklist to ensure you have all parts of your application packet complete, and in the correct order:

- Pre-proposal meeting with your college’s ACC representative and the ITAC ACC representative.
- Complete ACC Application for Funding
- ITAC approved vendor equipment quote
- Statement of support and ranking from college Dean (not part of submission packet, emailed to ws15@txstate.edu)
- Pre-submission meeting with ACC representative to ensure submission is in order and representative understands your submission and need