

Missouri State University

Student Computer Usage Fee (SCUF) Proposal Form

FY 2015

MAJOR UNIT/COLLEGE:			
DEPARTMENT:			
PROPOSAL CONTACT:			
PROPOSAL TITLE:			
UNIT PRIORITY		of	

SCUF Proposal Guidelines

All items purchased from the SCUF budget must provide a direct benefit to student computing. Items such as faculty computers and associated desktop software, classroom presentation equipment, and technical personnel devoted less than 100% to direct student support will not be considered for funding.

Any cost center that overspends their award(s) in total will be required to reimburse the SCUF fund.

If you have any questions regarding the submission of FY 2015 SCUF proposals please contact Kevin Piercy (6-5673) or Greg Rainwater (6-4588).

SCUF Submission Deadlines

An electronic version of the completed form, in MS Word Format, must be emailed to: SCUF@missouristate.edu by **Friday, February 7, 2014** for preliminary review. Signatures are not required on the electronic form.

Proposals must be submitted to the Provost or appropriate Vice President by **Friday, February 14, 2014**.

The completed proposals, with all required signatures, should be forwarded to Jeff Morrissey, Chief Information Officer, Cheek Hall 161. Completed proposals must be received by the Chief Information Officer by **Friday, February 21, 2014** to be eligible for consideration.

REQUIRED SIGNATURES

Department Head:		Date:	
IT Committee Chair (if College):		Date:	
Dean (if College):		Date:	
Provost or Vice President		Date:	

Units submitting multiple proposals will be required to prioritize their requests. The SCUF Committee will review submitted proposals each March. The committee will attempt to prioritize collectively all proposals and determine which proposals will receive funding. The committee's goal will be to arrive at a division of funds which serves the University system's best interests. Recommendations will be presented to the IT Council. The SCUF Committee and/or the IT Council may request presentations from the originators of the proposals for the purpose of clarification and explanation of need. Award allocations will be announced in April.

Do not write below this line

Received for consideration by CIO on:	
---------------------------------------	--

Section A. Description of Proposal (including benefits)

Please include the intended location (Building and Room) where technology items will be housed. If proposal includes purchase of items that will replace existing University assets, please indicate intended reuse or reallocation plans. Please indicate future funding needs and the projected life of the assets.

Please make sure to include the scope and nature of the impact this proposal will have on the student population if it is funded or not funded.

PLEASE NOTE:

- ALL NETWORK PORT COSTS SHOULD BE SUBMITTED ON THE SAME PROPOSAL.
- REQUESTS FOR STUDENT EMPLOYEE FUNDING **MUST** INCLUDE A DESCRIPTION OF JOB DUTIES.

Section B. Costs by Line Item (e.g., hardware, software, installation, network connectivity, additional personnel, maintenance, licenses, etc.)

- Line item amounts need to be categorized by Banner Expenditure Account budget code and **rounded up to the nearest \$5.00 increment.**
- Requests for Student Employee funding must include the following information in the description:
 - Student Employee Pay Category
 - Number of hours requested.
 - Pay Rate
- The established Pay Rates for SCUF funded Student Employees are:
 - Category 1: \$7.60/hour
 - Category 2: \$8.10/hour
 - Category 3: \$8.60/hour
- **NOTE: Amounts paid over the maximum established rate must be reimbursed to the SCUF Fund by the cost center receiving the award.**
- **(Please See Appendix A for guidelines for this section)**

Item	Description	Budget Code	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
Total			

Additional Line Item Information (supporting text or more detailed descriptions)

DRAFT

Appendix A: Line Item Costs

Line item amounts need to be categorized by Banner Expenditure Account budget code and rounded up to the nearest \$5.00 increment.

The Banner Expenditure Account budget codes to use for personnel (non-fulltime) expenses are:

63100	STUDENT WAGES
63200	GRADUATE ASSISTANT WAGES
69010	WAIVER-GRADUATE

Requests for Student Employees

- The established Pay Rates for SCUF funded Student Employees are:
 - Category 1: \$7.60/hour
 - Category 2: \$8.10/hour
 - Category 3: \$8.60/hour
- Student Employee Pay Categories
 - **Category I** job duties require little or no previous experience; few specific skills are required; the necessary skills may be learned "on the job" within a short time; the work is usually routine in nature; depending on the duties assigned and skills of the student, some previous training or experience may be needed. The position may or may not be closely supervised.
 - **Category II** job duties require a high level of responsibility, training, experience, and competence; the student receives only general supervision/direction.
 - **Category III** student positions require job duties and skills determined to be above the range established in Category II.

STUDENT EMPLOYEE PAY CATEGORIES AND RANGES can be found at:

http://www.missouristate.edu/studentemp/2568.htm#Student_Employee_Pay_Categories_and_Ranges

The Banner Expenditure Account budget codes to use for non-personnel expenses are:

732	SUPPLIES (Example: Computers, new software purchases)
734	SERVICES (Example: Software renewals, Network Charges, etc.)
	<i>Please remember to list the building and room number for Network Charges</i>
736	OTHER EXPENSES (Example: Membership dues)
750	CAPITAL OUTLAY-NON PROJECTS (Example: Single-piece equipment >=\$5K)

The Banner Expenditure Account budget codes to use for personnel (fulltime) expenses are:

Please contact Kevin Piercy (KevinPiercy@missouristate.edu) for assistance if you are requesting a fulltime position.