

College of Communication and Fine Arts

Request for Proposals: Interdisciplinary Technology Funding

Academic Year 2025–2026

Overview

The College of Communication and Fine Arts (CCFA) is seeking proposals for the purchase of new technologies that directly enhance student learning, access, research, and creative activity across multiple disciplines. A total of \$20,000 is available for distribution during the 2025–2026 academic year. Funding cannot be used for compensation or facilities improvements.

Individual proposals may request up to \$10,000 and must be interdisciplinary in nature, with students in at least three CCFA academic units clearly identified as beneficiaries and end users of the technology (e.g., Architecture, Communication and Film and Theatre and Dance students).

The CCFA Technology Committee will review all submissions and make recommendations to the Dean for final funding decisions.

Eligibility

- Open to all full-time CCFA faculty and staff.
- Collaborative proposals from multiple units are strongly encouraged.
- Proposals must demonstrate the ability to be installed within the current academic year in a location accessible to students in multiple units, and to complete all required reporting within the established timeline.

Proposal Requirements

Each proposal must include:

1. **Project Title and Summary**
 - Provide a concise description of the proposed technology purchase and its intended purpose, emphasizing how students will directly benefit.
2. **Interdisciplinary Scope**
 - Identify at least three CCFA academic units whose students will have access to and use the technology.
 - Describe specific examples of how students in these units will integrate the technology into curriculum, research, or creative activity.
3. **Impact and Outcomes**
 - Explain the anticipated student benefits, including skill development, creative opportunities, research outcomes, or enhanced access to technology.
 - Highlight how the purchase will foster student collaboration, innovation, and creative output across disciplines.
4. **Technology Details**

- Itemized description of equipment or software, including vendor, specifications, and cost estimates (including shipping, if applicable).
 - Indicate any required accessories, warranties, or maintenance needs to ensure continued student usability.
- 5. Access and Management Plan**
- Outline a system for ensuring student access by other units (e.g., shared calendar scheduling, sign-out procedures, designated location).
 - Identify the primary responsible party for oversight, maintenance, and training.
- 6. Budget**
- Total funding request (up to \$10,000).
 - Provide a clear breakdown of all expenses, with justification of how each line item supports student access and use.
- 7. Timeline**
- Estimated timeline for purchase, installation, and implementation, noting when students will first have access.
- 8. Sustainability**
- Plan for maintaining and supporting the technology beyond the initial funding period, including how students will continue to access and benefit from the resource in future years.

Funding Restrictions

Funds may not be used for:

- Personnel salaries, stipends, or compensation of any kind.
- Renovations, construction, or other facilities-related costs.

Proposal Evaluation Rubric

Proposals will be evaluated based on:

Criteria	4 – Excellent	3 – Good	2 – Fair	1 – Poor
Interdisciplinary and Student Impact (Extent to which the technology serves student in multiple units)	Demonstrates clear and significant benefits for students in three or more units; strong evidence of access, skill-building, collaboration, and opportunities across disciplines.	Benefits at least two student groups/units with evidence of improved access and collaboration.	Some potential benefits for students described, but limited in scope or interdisciplinary integration is vague.	Minimal or no demonstrated student benefits; serves only one unit or lacks interdisciplinary value.
Innovation and Creativity (Enhancing	Highly innovative and original; clearly advances teaching,	Innovative ideas with some originality;	Some creative aspects but primarily builds	Lacks creativity or innovation; minimal

Criteria	4 – Excellent	3 – Good	2 – Fair	1 – Poor
teaching, research, or creative work)	research, or creative work in new or transformative ways.	demonstrates potential to enhance teaching, research, or creative work.	on existing methods with limited innovation.	enhancement to current practices.
Feasibility (Purchase and implementation)	Purchase and implementation are clearly achievable within timeframe and budget; strong evidence of readiness.	Purchase and implementation are feasible with minor concerns.	Some concerns regarding feasibility, timeline, or implementation plan.	Significant feasibility issues or unrealistic implementation.
Shared Access and Maintenance Plan	Comprehensive, well-defined plan for equitable access across units and clear ongoing maintenance strategy.	Adequate plan for shared access and maintenance, with minor gaps.	Limited or vague plan for access or maintenance.	No clear plan for shared access or maintenance.
Budget and Justification (Clarity and completeness)	Budget is detailed, complete, and well-justified; clear connection between costs and proposal goals.	Budget is mostly clear and justified; minor omissions or unclear items.	Budget is incomplete or lacks clear justification for some items.	Budget is unclear, incomplete, or unrelated to proposal goals.

Scoring Guidelines

- 16–20 points** (*Highly Recommended*)
 Proposal strongly aligns with the goals of the fund, demonstrates clear student impact, interdisciplinary use, and is ready for funding.
- 11–15 points** (*Recommended with Revisions*)
 Proposal meets most criteria and shows clear potential for student benefit and interdisciplinary access but may need minor adjustments or clarifications.
- 6–10 points** (*Not Recommended Without Major Revisions*)
 Proposal shows limited alignment with goals, weak evidence of student impact, or unclear feasibility. Significant revisions would be required before reconsideration.
- Below 6 points** (*Not Recommended*)
 Proposal does not align with the goals of the fund, lacks evidence of student benefit, or fails to meet minimum requirements.

Submission Details

- **Proposal Length:** Maximum of 4 pages, single-spaced
- **Submission Deadline:** September 26, 2025
- **Submission Method:**
 - **Email:** L.Boyland@memphis.edu
 - **Subject:** Interdisciplinary Technology Funding
- **Award Notification:** October 31, 2025

Reporting Requirements

Recipients will submit a brief report within 12 months of purchase outlining:

- Technology usage across units
- Examples of collaborative projects enabled by the purchase
- Recommendations for future interdisciplinary technology initiatives