



**Purdue University
College of Education
Office of Information Technology**

GRANT PROPOSAL PRE-SUBMISSION TECHNOLOGY QUESTIONNAIRE

*It is important to consider how technology will be integrated into a funded project **before** submitting a grant proposal. Giving advanced thought to technology needs will help ensure that necessary resources exist or can be made to exist for project success. Some resources can be provided by the College of Education. Some resources must be outsourced and funded by the grant. This document will serve as a guide to help principal investigators consider how technology will be used by their research project so they can, if needed, write technology funding into the proposal.*

Steps to perform a technology needs assessment:

1. Contact the Education IT Team by sending email to: edit@purdue.edu.
2. Someone will contact you to schedule a meeting with members of the Education IT team.
3. Look over this document and use it as a guide to think about project technology needs (you don't need to write anything down at this point, just think about answers to questions related to your needs).
4. Meet with members of the Education IT team to discuss this document (at that time they will answer any questions you may have concerning your project or this questionnaire).

EDIT GRANT PROPOSAL PRE-SUBMISSION TECHNOLOGY QUESTIONNAIRE

(Please use this questionnaire as a guide to determine research project technology needs)

- Today's date: _____

GENERAL PROJECT INFORMATION

- Project name: _____
- Project description: _____
- Project Principal Investigators (PI's): _____
- Proposed project begin date: _____
- Proposed project end date: _____

HARDWARE AQUISITION

- Will hardware need to be purchased?
- How many desktop computers will the project purchase?
- How many laptop computers will the project purchase?
- How many video conferencing devices will the project purchase?
- How many printers will the project purchase?
- How many camcorders will the project purchase?
- How many digital still cameras will the project purchase?
- Other hardware the project will purchase?
- Does the project intend to use hardware purchased by this grant after funding ends?
 - If so, how will continued technical support be funded?

SOFTWARE AQUISITION

- Will software need to be purchased?
- How many commercial software programs will the project purchase?
- Describe each software application that will be purchased.
- On how many computers will the software be installed?
- List other software needs the project will have.
- Does the project intend to use software purchased by this grant after funding ends?
 - If so, how will continued technical support be funded?

NETWORK FILE STORAGE

- Are there storage needs that cannot be served by existing COE offerings?
- Estimated amount of networked file storage the project will need (in megabytes or gigabytes):
- How many users need to access networked file storage?
- Will all users accessing networked file storage have a Purdue Career Account?
- Will off-campus users need to access networked file storage? (COE servers are firewalled)
- How much funding is being written into the proposal for networked file storage?
- Does the project intend to use networked file storage after funding ends?
 - If so, how will continued use of networked file storage be funded?

WEB RESOURCES

- Will web resources be required?
- Estimated amount of web space the project will need (in megabytes or gigabytes):
- Will any part of the web space be secure (password protected)?
 - How many users need to access secure web space?
 - Will all users accessing secure web space have a Purdue Career Account?
- Does the project intend to create a web application/database (see Software Development section)?
 - Who will develop and maintain project web content or web databases?
- Does the project intend to use online surveys?
- Will the project use streaming video/audio or produced classroom modules (e.g. Tegrity)?
- Will the project use WebCT / courseware?
- How much funding is being written into the proposal for web resources?
- Does the project intend to use web resources after funding ends?
 - If so, how will continued use of web resources be funded?

DATA SECURITY

- Will the project generate or acquire sensitive or restricted data (electronic or physical)?
- Why is the data sensitive or restricted (FERPA, HIPAA, Purdue Policy)?
- What will the nature of project data be? (e.g. audio, video, images, office documents, survey results, personal information)
- Who will be responsible for security and backup of project data?
 - Has this person read and understood the Purdue IT security policies?
- Has IRB approved the use of sensitive or restricted data?
- Does the project require physical security such as locked file cabinets?
- Will secure archival of data (electronic or physical) be required after the project ends?
 - If so, how will continued archival be funded?
- Have the project PI's read and understood the Purdue IT security policies?

TECHNICAL PERSONNEL

- Will the project require the hiring of one or more of the following: technical coordinator, web developer, windows application programmer, web programmer, database developer, database administrator?
- Who will hire and supervise each position?
- Describe the duties of each technical position.
- How much funding is being written into the proposal for each technical position?

SOFTWARE DEVELOPMENT

- Will the project require software development (e.g. Windows applications, database applications, web applications, Flash modules)?
- Describe each application that will be developed.
- How much funding is being written into the proposal for software development?
- Does the project intend to use an application developed by this grant after funding ends?
 - If so, how long will it be used?
 - If so, how will continued support be funded?
 - How will continued security updates be sustained after project funding ends?

PROVISION OF IT RESOURCES FOR RESEARCH

The Education IT office can provide basic desktop/laptop computer support services to research projects *while equipment is under warranty*. All project computer equipment must remain under a manufacturer warranty during the life of the project. Support can only be provided for project computer equipment that remains under manufacturer warranty.

Education IT can provide the following IT resources to a funded research project:

- Network file storage up to 1000 megabytes (1 gigabyte). Firewalled intranet only.
- Static web server space up to 100 megabytes (no scripting).
- Basic installation, configuration, and maintenance of up to 15 Windows or Macintosh desktop/notebook computers while equipment is under warranty. EdIT can not support equipment that is not covered by manufacturer warranty.
- Online Survey System (ITaP Qualtrics Survey System is now available).
- Blackboard course/workgroup account (central ITaP can provide this)
- General technical consultation.
- Assistance with hiring technical staff. Please consult with the director of the Office of Information Technology before hiring any technical staff. All hired technical staff should report directly or indirectly to the director of the Office of Information Technology and operate in accordance with all College of Education and Purdue IT and Security policies and procedures.

There are several resources the Education IT office does not have capacity to provide, which are already available elsewhere.

Funding should be written into the proposal for resources such as the following:

Resource	Solution
Dedicated project technical coordination / management.	Hire a technical coordinator.
The acquisition of dedicated project servers.	Outsource to ITaP IT Infrastructure Group
Network file storage greater than 1000 megabytes (1 gigabyte).	Outsource to ITaP IT Infrastructure Group.
Web server space greater than 100 megabytes.	Outsource to ITaP IT Infrastructure Group.
Usage of streaming audio/video servers.	Outsource to ITaP Instructional Development Center or TLT.
Large scale support, installation, configuration, or maintenance of more than 15 desktop/notebook computers.	Hire a technical coordinator.
Daily operation of project technology.	Hire a graduate student.
Operation and support of handheld devices.	Hire a technical coordinator.
Technical support for proprietary and/or unsupported equipment .	Hire a graduate student + use manufacturer support systems.
Application development (including web delivered applications/databases).	Outsource to ITaP Informatics group or a company like Roeing Corporation. Hire a student for a small Flash modules.
Database development.	Outsource to a company like Roeing Corporation for large mission critical databases.

	Hire a student for a small MS Access database.
Facilities remodeling or construction .	Purdue Physical Facilities
Computer lab design, creation, coordination, maintenance.	Consult with Purdue Physical Facilities before proposal submission. Hire a technical coordinator for lab assistance.
Physical installation of a large computer lab.	Hire a technical coordinator for lab assistance.

The following cannot be provided to research projects by the Education IT office:

- Project server acquisition / installation / administration. Some server resources are already provided by the College of Education (listed above). If your project needs more capacity, server resources can be outsourced to the *central ITaP group* with the assistance of the Education IT office.

Proposals with a technology component should consult with the Education IT office **in advance of** proposal submission. Please do not assume the College of Education can provide resources without advance confirmation. Project planning should allow **ample time** for the results of estimates, bids, quotations, inspections, shipping, etc., related to technology needs. Depending on the complexity of project needs, weeks or months may be required for resources to become available both before and after proposal submission.

Please contact the Education IT office at: EdIT@purdue.edu

Thank you!

Purdue University College of Education Office of Information Technology
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