AN-MSI Project Guidelines

Purpose of AN-MSI Projects: AN-MSI provides seed money to assist participating institutions in implementing projects directed towards AN-MSI's core mission of improving campus network infrastructures, technical support and Internet connectivity. These projects are in addition to the primary AN-MSI activities such as campus visits, strategic planning and technical assistance, executive awareness functions, training projects, community (HBCU, HSI and TCU) meetings, and project-wide events.

Guidelines: AN-MSI funded projects must fit within the grant's strategic plan and scope, and address the following:
1. Show critical need
2. Show replicability, scalability, and manageability
3. Model better, cheaper, and new ways
4. Encourage collaboration, as appropriate
5. Leverage additional funds, either from the institution or from other sources

Projects should fall into one of the two categories below:

1. Test services or technologies that could benefit other AN-MSI institutions
   a. Improving, supporting, maintaining, and/or managing the network infrastructure (IT and human networks)
   b. Technical support (e.g., Hampton's commercial remote networking support service)
   c. Collaborative consortia for Internet connectivity, or technical or applications support centers
   d. Middleware (e.g., collaborative tools for IT staff or support)

2. Leverage grant funds to obtain additional funding for AN-MSI projects
   a. Projects related to IT infrastructure (e.g., joint-funding the California State University proposal that resulted in the $3.1M Department of Education security support center grant involving five AN-MSI institutions)
   b. Collaborative meetings or workshops to develop proposals or projects

Funding: The guideline is a maximum of $10,000 per institution.

Submission:
1. The Project Leader should discuss the project with her/his Community Leader (Debra White, Alex Ramirez, or Carrie Billy), who will review the project with the AN-MSI Project Director.
2. After obtaining the Community Leader’s emailed approval to proceed, the Project Leader should email the submission to the Community Leader. The submission should be brief but include the following:
   a. Project description with goals and objectives
   b. Participating institutions and their roles, with financial and personnel participation by each institution
   c. Project leadership (i.e., Community Leader, each institution’s point of contact)
   d. Schedule
   e. Anticipated results and deliverables
   f. Evaluation plan
   g. Budget, showing AN-MSI funds and cost-sharing, if applicable
   h. Statement in the covering message committing to performing the project as described in the submission and according to the budget
Review: The Community Leader will forward the submission to the Project Review Team, consisting of the three Community Leaders and the AN-MSI Project Director. If the Team decides to fund the project, it also will determine the level of funding. If necessary, the Team will obtain recommendations from experts with the appropriate expertise to evaluate the project. If the project is approved for funding, the AN-MSI Project Director will obtain approval from the NSF Program Officer. Once approved, the Project Leader will receive email notification from the Community Leader. Turn-around time for the review process should be 1-2 weeks, though questions and requests for additional information could add to the processing time.

Reports: Because of the strong interest in results of the projects funded by AN-MSI, Project Leaders will be responsible for three types of reports:

1. Presentations and Q&A at the AN-MSI general meetings or other meetings as requested by the Community Leaders or Project Director, accompanied by a brief written summary of progress, problems and proposed solutions.
2. Quarterly progress and budget reports showing how the project is working against the original budget provided.
3. A final report at the end of the project that compares actual vs. anticipated results, describes lessons learned, shows replicability and scalability to other campuses, and includes a comparison of actual vs budgeted expenditures.

Information on projects funded by AN-MSI may be shared online at http://www.anmsi.org, though Project Leaders may decline to share the project information publicly (project submission, quarterly reports, etc.). They also may be contacted for information for the monthly AN-MSI newsletters.

Project Leaders should email all quarterly progress and budget reports to the Community Leader, who will be responsible for distributing them to the other Community Leaders and the AN-MSI Project Director. If the project’s time line is 3 months or less, only a final report is required.

Submitting Invoices: Once the Project Leader has received email notification from the Community Leader to proceed, the Project Leader may submit invoices or receipts to the AN-MSI Project Assistant for reimbursement (timely project reports are required). Reimbursement generally takes one-two weeks. Please submit invoices to the following address:

EDUCAUSE
Attn: Valerie Rice
1150 18th Street, NW, Suite 1010
Washington, DC 20036

Contact Information:
HBCU Community Leader   Debra White   debra.white@hamptonu.edu   757-728-6988
HSI Community Leader   Alex Ramirez   aramirez@hacu.net   210-576-3227
TCU Community Leader   Carrie Billy   cbilly@aihec.org   703-838-0400
AN-MSI Project Director   Dave Staudt   dstaudt@educause.edu   202-331-5350
AN-MSI Project Assistant   Valerie Rice   vrice@educause.edu   202-331-5371