



November 6, 2002

Professor Ruben Mendoza
CSUMB

Dear Ruben,

We are pleased to congratulate you on receiving one of the CSUMB/Western Michigan University Research and Demonstration Awards for your project, "The Virtual Learning Lab: Facilitated Teaching and Learning in the Wireless Environment." Funding is provided via a congressional earmark to the U.S. Department of Education, Fund for the Improvement of Education grant awarded to Western Michigan University. Thank you for all your efforts in conceiving the project and following through on the application requirements.

Your project award will be administered through the Office of the Chief Information Officer in partnership with Grants & Contracts. Arlene will serve as the "program officer" overseeing all awarded projects. Cindy Lopez will serve as the Grants and Contracts manager.

The final funding award will be determined after you meet with Arlene and Cindy so that we may discuss your project's parameters, timeline, budget request, as well as answer any questions. We will also inform your College Dean and Institute Director so that appropriate support may be coordinated for your release time and other requirements.

We advise you to begin planning your project now in consultation with IT staff. We will be coordinating all equipment purchases with Chip Lenno and other IT leads. As you are probably aware, the funds are administered through an account set-up in our University Foundation and that no one recipient receives monies directly.

As a reminder, the equipment purchased for this project remains the property of the University Foundation, and upon completion of your project, will be available for faculty and student use—yours as well as others.

We've set up an appointment on November 13th at 11:00 p.m., in Bldg 86C- Cindy Lopez's office. Please respond via Meeting Maker.

We look forward to working with you!

Congratulations,

Gil Gonzales, CIO
Arlene Krebs, Director Technology Development
Cindy Lopez, Director, Office of Grants & Contracts

Cc: Barbara Mossberg, George Baldwin