

## STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission

Form Updated 9/05/17

- 1 Submitter must obtain required information from vendor(s) An official quote from the vendor must be attached. No website screen shots
- 2 This request must be reviewed, approved, and submitted by the requesting program's School Chair
- 3 The School Chair may email this request to the Tech Fee Director. *Since some schools will have multiple requests, please rename request PDF files in the following format Schoolname# (rank, 1 being the highest priority) example - SocialJustice1, SocialJustice2, etc Please submit as one PDF file*

Dept. making request:	Occupational Therapy	Requesting Faculty:	S. Maggie Maloney	Date Submitted:	10-13-17
<b>IMPORTANT: Attach an official quote from the vendor.</b>					

List one item OR group (for use as a "package") per page.

Item Name	Vendor info. (name, address, Web site URL, phone #, email, etc.)	Part or Model #	Cost (each)	Qty	Total
<ul style="list-style-type: none"> <li>• Olympus Digital Recorder WS-853</li> <li>• iPad</li> <li>• AltoEdge Infinity Transcription Foot Pedal Bundle (1-Infinity USB Foot Pedal and 1-Express Scribe Professional Software License)</li> </ul>	Amazon Apple <a href="http://www.altoedge.com/pedals/vec-transcription-bundle.html">http //www.altoedge.com/pedals/vec-transcription-bundle.html</a> See attached sheet for additional information	<ul style="list-style-type: none"> <li>• Olympus Digital Recorder WS-853</li> <li>• iPad</li> <li>• AltoEdge Infinity Transcription Foot Pedal Bundle</li> </ul>	\$69.00 \$429.00 \$89.95	4 4 4	\$2,351.98

Course(s) where item(s) will be used	OCCT 7110, OCT 8120, OCCT 8130, OCCT 8140, & OCCT 8380 Capstone Practicum	Expected life of product (years)	5-7 yrs	# Students Impacted per Year	16-28 doctoral students
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Location equipment or software will be used/stored	2102-H, 2200-AB	Will Tech Fee needed for annual renewal or maintenance? What is the annual cost?	NO
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**Provide a brief description of the technology requested\*:**

Each transcription package requested will consist of one Olympus Digital Recorder one Apple iPad, and one Infinity Transcription Foot Pedal Bundle This package will allow for the researcher to collect and analyze qualitative data more efficiently and will complement the NVivo software purchased for the OTD program in 2016 The Olympus Digital Recorders are portable audio recording devices that provide superior sound and convenient management of audio files Audio files can easily be transferred to a computer via a USB or Bluetooth Connection The recording devices have 110 hours of battery life and up to 8GB of audio storage The iPad is a lightweight portable device that provides superior audio and video recording capabilities Files are conveniently and securely managed and are able to easily be transferred to a computer via a USB or AirDrop technology iPads have 10 hours of battery life and up to 128GB of storage The Infinity Transcription Foot Pedal Bundle consists of 1 Infinity USB Pedal and 1 Express Scribe Professional Software License This package will allow for efficient and reliable data collection and quick and easy transcription of digital audio and/or video recordings The Infinity USB Pedal and Express Scribe Professional Software will run on Windows XP/Vista/7/8/ and 10 and Mac OS X 10.4 to 10.11

**Briefly describe how the technology will be used (function)\*:**

All of the OTD students (20 per cohort) are required to complete an individual research project Approximately 1/3 of the students each year elect to utilize qualitative methodologies The Express Scribe transcription software will be installed on 4 OTD Program research computers Students will use the iPads to collect audio and/or video data that will need to be transcribed and then analyzed The Olympus Digital Recorders will be used as a back-up device while collecting audio data Students will then upload the audio and/or video recordings obtained during their data collection into the Express Scribe transcription software Once uploaded, the students will be able to convert the audio or video data into text by using the AltoEdge USB Foot Pedal and software The research computers, recording devices, and AltoEdge USB foot pedals will all be stored in a locked lab for students to access Students will check-out the recording devices and then complete the transcription within in one of the research labs In addition to the individual research project, students may elect to compete an additional research project as part of their Capstone Practicum course Faculty and students from other disciplines within the School may be able to utilize this software and associated devices to individually complete projects or collaboratively with OT faculty and students This will be dependent upon availability

**Provide a rationale that Tech Fee funds are appropriate for this request\*:**

Qualitative research often requires researchers to collect and analyze large amounts of complex, non-numerical, or unstructured data In 2016, the OTD program was able to purchase the NVivo software which helped to make analyzing qualitative data more efficient for students The proposed transcription bundle is necessary in order to enhance the entire qualitative research process, including the collection process and complements the NVivo software NVivo software has allowed for students to more efficiently analyze data as they manage, categorize, and generate written reports, such as transcribed data, for their projects Providing students with the proposed package will ensure the data is collected by reliable and high quality devices Additionally, transcribing audio and video data will be more efficient by improving the speed of transcription while helping to decrease the number of errors made Collectively, the proposed packages and the NVivo software will enhance the capacity to collect and analyze qualitative data while still ensuring the quality of the research is maintained As The University of Toledo moves toward the Strategic Plan 2017-2022, the addition of a comprehensive package that students can use to efficiently collect and analyze data will help to both strengthen and expand the research produced and associated with the university There are two cohorts of 20 students each year in the OT doctorate program, thus it is anticipated that 12-15 of the 40 students per year might utilize this package In addition, as part of the OCCT 8380 Practicum Capstone course, we anticipate approximately 4 students annually may elect to engage in a second qualitative research project

**\*Keep in mind that the committee members come from a variety of educational backgrounds and may not be familiar with department specific language. Please use concise, common terminology so that committee members reviewing this form will be able to fully understand the request.**

- If you are submitting a request for computers, printers, scanners or software, you must consult with College Computing and the technology staff, to acquire a quote and to make sure that this equipment/software is supported by UT and compatible with existing technology

# Digital Data Collection Devices and Transcription Software

Showing most relevant results. See all results for Olympus digital voice recorder WS-853, Black

Amazon's Choice



Olympus Digital Voice Recorder WS-853, Black  
by Olympus

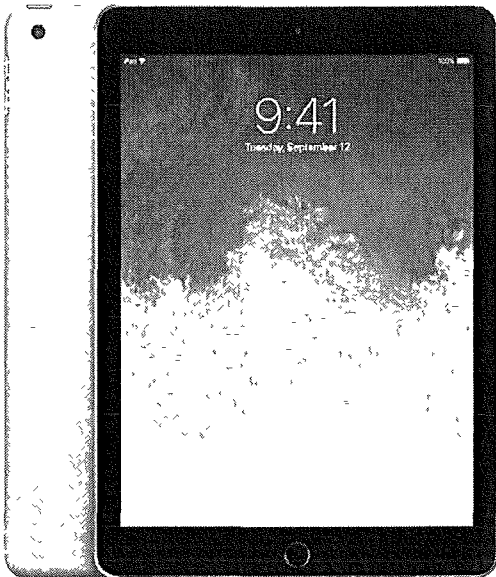
\$69.00 \$79.99 - 13% off

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Item Weight: 1.10 lb  
Product Dimensions: 4.5 x 2.5 x 1.5 inches



View gallery

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Friday, Oct 13  
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Delivery options for iPad

<http://www.altoedge.com/pedals/vec-transcription-bundle.html>

Qty	Image	Product	Price
1		<b>VEC-BUNDLE</b> Vec Transcription Bundle This bundle includes the Vec Transcription Pedal, Vec Transcription Software, and Vec Transcription Service. The Vec Transcription Pedal is a portable, battery-powered device that records audio directly to a USB drive. The Vec Transcription Software is a powerful transcription tool that can transcribe audio files in a variety of formats. The Vec Transcription Service is a cloud-based transcription service that can transcribe audio files in a variety of formats.	\$99.95
		Related Hardware	Price (\$8)