

Open AI Challenge

Overview

In collaboration with OpenAI, UNO is granting access to the enterprise version of ChatGPT for up to 1,000 users (at no cost to the user), allowing for innovative uses of ChatGPT in the classroom and across the campus. While priority is given to projects that complement our goal of using AI to accelerate business operations and differentiate the academic environment at UNO, we welcome small and large explorations that provide benefits and help us understand the limitations of generative AI in the university setting.

Proposals for our second cohort of the Open AI Challenge will be available for submission through December 1, with access given through May 30th. Individuals who wish to maintain access across multiple semesters will need to complete a new RFP for the additional terms.

Goals

We hope to approve a wide variety of proposals that meet our goals of:

- **Making a Campus-Wide Impact** – a wide variety of projects, tasks, and areas of inquiry that together serve to accelerate the business operations of the campus and differentiate the academic environment at UNO.
- **Cultivating Creativity** - Use AI tools to support idea generation, research, problem-solving, and the creation of dynamic, interactive materials to stimulate student engagement across various disciplines.
- **Improving Efficiency** - Implement AI to streamline administrative tasks and deploy AI solutions to enhance operational efficiency, optimize energy use, and improve facility maintenance and security.
- **Enhancing Engagement** - Implement AI systems to personalize learning and enhance student engagement, academic success, and collaboration.
- **Ensuring Ethical Application** - Ensure transparency, privacy, responsible data management, and educate the university community on AI's ethical implications.
- **Fostering Inclusion** - Leverage AI to address biases, ensure diverse perspectives in academic and administrative processes, and promoting an inclusive learning environment.
- **Promoting Wellbeing** - Develop AI applications to support mental health and wellness by providing personalized recommendations and introduce AI-powered tools to help manage stress and maintain a healthy work-life balance.

Eligibility Criteria & Requirements

Criteria

- **Available for full and part-time faculty and full-time staff** at UNO. Access for students is permitted as a part of a proposal submitted by a faculty or staff member.
- Students or learners must be supervised by eligible faculty or staff.
- Faculty can **request up to 50 licenses for students**; learners must have an NU ID and unomaha.edu email address.
- Each individual person who is part of a project or use case must have their own license and should be accounted for in the requested number of licenses in the RFP.
- The use of human subject data with ChatGPT is prohibited. Faculty, staff, and students using ChatGPT Enterprise for research and creative activity must comply with all funding agency requirements.
- Interdisciplinary collaborations and diverse applications of ChatGPT Enterprise are encouraged and supported.
- Completion of the [Generative AI Cybersecurity Awareness Training](#) is mandatory for anyone who wants to be a part of the ChatGPT Enterprise System.

Proposal & Participation Requirements

- Projects may be submitted in 1 of 3 categories: teaching and learning, operational efficiency, advanced use-inspired research or creative activity
- Projects may request between 1 and 51 ChatGPT Enterprise licenses. There should be clear justification for the licenses requested
- Eligibility can extend across academic terms; renewal is required for each new term. NOTE: Participants must actively interact and explore use cases with ChatGPT Enterprise to maintain access across semesters.
- Participants must interact with ChatGPT in accordance with all University policies and ITS security guidelines, using ChatGPT in ethical and responsible ways.
- Attendance at the Kickoff Event (new participants) and occasional Open AI Check-in Meetings (attend at least 1).
- Briefly sharing results, insights and key takeaways from your project in a post-project report, at UNO's AI Summit, in a blog post, social media post, etc. Promotional activities such as conference presentations are encouraged.

Proposal Guidelines:

Proposals for session 2 (spring semester) of the Open AI Challenge

RFP Submission Window Opens: November 1, 2024

RFP Submission Deadline: December 1, 2024

NOTE: Individuals from session 1 who want to retain access to ChatGPT enterprise will need to resubmit an RFP.

Proposal Submission Area Categories

Each proposal will need to pick between 1 of the following 3 categories:

- **Teaching and Learning:** Enhance educational experiences within classes of up to 50 students, involving active student participation and access to OpenAI Technology.
- **Advanced Use-Inspired Research or Creative Activity:** Invites faculty and staff focusing on impactful projects not centered on human subjects, with potential contributions to communities and industries. Faculty and staff leading projects may request licenses for students on the identified research team.
- **Operational Efficiency:** Support initiatives improving faculty and staff well-being, productivity, and work quality without additional tool integration.

Proposal Sections to Complete

All proposals will need to submit the following sections:

- **Project Lead Name and Email**
- **Program Submission Area:** Teaching and Learning, Research or Operational Efficiency.
- **Number of Licenses Requested:** Enter the number of licenses you are requesting. Please try to be as accurate as possible. We will allocate licenses strictly based on the quantity requested.
- **License Number Justification:** Briefly explain why you requested the number of licenses above (if you're able to, you'll want to provide a list of names and email addresses and if they are a team member or student/student worker)
- **Project/Application Title:** Brief title summarizing the RFP
- **Executive Summary:** Provide a concise overview of your project idea. (~120 words)
- **Project Description and Goals:** Offer a concise, comprehensive explanation of the project, encompassing objectives, target audience and the application of AI. (~130 words). If you are teaching, please provide the course name and relevant information about the course (DFW rate, Type of student enrolling (Undergrad, Gen Ed, Grad, Special Topics), Typical Enrollment)
- **Implementation Plan:** To the best of your ability at this time, present a step-by-step plan for project rollout, including timelines and milestones. (~60 words)
- **Assessment Plan:** To the best of your ability at this time, define success metrics and outline methods for evaluating the project's effectiveness. (~70 words)
- **Risk Classification Self-Assessment:** Attach the PDF of the [Risk Classification self-assessment](#) you completed. Note: You will receive this as an email after you complete the self-assessment.
- **Data Risk Potential:** Describe the type of data you may use and the risk level. Utilize the [ITS Risk Classification guide](#) for help if needed.

Submission Process

Proposals should be submitted electronically via the [Open AI Challenge Submission Form](#).

Evaluation Criteria

RFPs are evaluated by an interdisciplinary committee and will be evaluated for:

- Alignment with UNO's goals and values, ethical AI use, and societal impact.
- Potential concerns with feasibility, clarity, and risk assessment in project implementation.
- Potential for significant impact and sustainable benefits.
- Potential contribution to a broad, campus-wide impact.
- Innovation, novelty, and creative problem-solving in AI applications.
- Measurable outcomes and feedback mechanisms.

Promotional and Storytelling Contribution Requirement

The Open AI Challenge is all about telling our story of AI at UNO and how it can benefit us. Your participation in storytelling and promotional contributions is vital to creating an impactful storytelling community around this initiative. The UNO AI team will assist with the items below as needed and will periodically reach out to participants requesting these types of materials throughout the project. You may be asked to create (a):

- **Team profile:** A brief introduction to your team, including backgrounds and areas of expertise. This helps in highlighting the diverse talents participating in the challenge.
- **Project overview:** A short description of your project or solution, focusing on its innovation and potential impact.
- **Images/Multimedia:** High-quality images or multimedia content related to your project, including team photos, project visuals, or logos.
- **Quotes and testimonials:** Short statements from team members about their experience and their vision for the project for social media/blog posts
- **Presentation for UNO's AI Summit:** Short presentation on your experience and success stories about AI in your area.

Outside Conference presentations and other modes of sharing about projects are highly encouraged as well.

Important Dates

- Request for proposals release date: November 1
- Submissions will be accepted through December 1
- Accepted RFPs will be announced by December 18. NOTE: more advanced use cases may need additional time for review.
- Proposed Project Dates: Accounts will be allocated for a limited period (tentatively planned for January 6, 2024 – May 30, 2024)

Contact Information

Questions can be directed to Cassie Mallette, Program Manager AI Learning Lab, at cassiemallette@unomaha.edu.

Resources provided

For more resources and AI support, please visit the following websites:

- ilci.unomaha.edu/ailearninglab
- [Chatgpt.unomaha.edu](https://chatgpt.unomaha.edu)