# FY 2021 Off-Cycle STF Funding Request

**STUDENT TECHNOLOGY FEE PROPOSAL**

**Department: Budget Request:**

Year Hardware Software Other Salaries Total

**2020-2021** $ $ $ $ $

# Brief description of proposal:

**Contact: Email: DEO Name: Email: Department Admin: Email:**

*Please attach the following items (in order) to this cover sheet:*

Narrative (A couple paragraphs) – The proposal narrative must address the following:

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State the general purpose of the request and the educational needs to be addressed. Describe the role of the requested project in teaching.

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

What specific courses will benefit from the project? Why is the project important for these courses?

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How frequently are these courses offered, and how many students are enrolled (based on records or projections)?

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How will it benefit students?

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Explain why available resources cannot meet this need. Address the urgency that requires an off-cycle funding request.

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Budget – The budget must include a detailed list of expected expenditures, itemized into the following categories for each year:

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Budget Justification In particular, the types and level of the major equipment purchases must be justified.

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Installation & Management Plan The sponsor of any proposal should request CLAS Technology Services staff to review and make suggestions on practicality of the project specifications. Please document that communication in the proposal.

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DEO Endorsement – The DEO of the department must be at least copied on the proposal request to ensure strategic alignment and may provide a statement of endorsement describing how the proposal relates to the departmental mission and priorities.

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Submit off-cycle requests to Lance Bolton