**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Contact**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEO Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Admin**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget** **Request**:

Year (FY)

\_ \_\_\_

 Hardware

$\_\_\_\_\_\_\_\_\_\_\_

 Software

$\_\_\_\_\_\_\_\_\_\_

 Other

$\_\_\_\_\_\_\_\_\_\_ Salaries

$\_\_\_\_\_\_\_\_\_\_

 Total

$\_\_\_\_\_\_\_\_\_

**Brief description of proposal**:



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

**Narrative (1-2 pages maximum)** – The proposal narrative must address the following:

* Off-cycle requests require urgency. Address why this cannot be submitted during the normal funding cycle.
* State the general purpose of the request and the educational needs to be addressed.
* Describe the role of the requested project in teaching.
* What specific courses will benefit from the project? Why is the project important for these courses?
* Describe course frequency and student enrollment based on records or projections.
* How will it benefit undergraduate students?
* Explain why available resources cannot meet this need.

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

* Hardware/Other Equipment (computers, peripheral devices, accessories); please specify representative model types for equipment priced over $1,000
* Software and licenses
* Other expenses such as wiring, supplies, or furniture (furniture enables the requested technology)
* Labor (cost of labor for staff required to install, maintain, and/or support the project)

**Budget** **Justification** – The budget justification must explain why the budgeted items are needed to fulfill the needs of the proposal. In particular, the types and level of the major equipment purchases must be justified.

**Installation & Management Plan** – Please provide a comprehensive plan for the installation, support, and maintenance of the equipment and/or facility. 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.

**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.

Submit off-cycle requests to Jessica-Yoder@uiowa.edu