Department:

Budget Request:

Year Hardware Software Other Salaries Total  
**2018-2019** $       $       $       $       $

Brief description of proposal:

Contact:       Email:

DEO Name:       Email:

Department Admin:       Email:

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

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

* 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?
* How frequently are these courses offered, and how many students are enrolled (based on records or projections)?
* How will it benefit students?
* Explain why available resources cannot meet this need.
* **Address the urgency that requires an off-cycle funding request.**

❑ **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)
  + Salary and wages (salary for staff required to install, maintain, and/or support the project)

❑ **Budget Justification** (1 page) – 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** (1 page) – Please provide a comprehensive plan for the installation, support and maintenance of the equipment and/or facility. It must address such infrastructure issues as space, accessibility, furniture, power, and networking, as well as any technical staffing requirements for the installation and the operation of the facility (including resources to provide that staffing). ITS and Facilities Management will review proposals in order to help assess feasibility. Note that 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** (1 page) – The DEO of the department must provide a letter of endorsement describing how the proposal relates to the departmental mission and priorities. For multiple proposals coming from a single department, the DEO must prioritize the projects. Multiple DEO letters can be submitted if several units will share the facility.

Submit off-cycle requests to [Lance Bolton](mailto:lance-bolton@uiowa.edu) & [Nichole Singer](mailto:nichole-singer@uiowa.edu)