## STUDENT TECHNOLOGY FEE PROPOSAL

**FY 2021 Off-Cycle STF Funding Request**

### Department: 

### Budget Request:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hardware</th>
<th>Software</th>
<th>Other</th>
<th>Salaries</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

**Brief description of proposal:**

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### Contact: 

Email: 

### DEO Name: 

Email: 

### Department Admin: 

Email: 

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

- **Narrative (A couple paragraphs)** – 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:**
  - **Budget Justification** In particular, the types and level of the major equipment purchases must be justified.
  - **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.
  - **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** [Lance Bolton](mailto:Lance.Bolton@uiowa.edu)

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