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

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

**Budget** **Request**:

Year

20\_\_-20\_\_

20\_\_-20\_\_

20\_\_-20\_\_

20\_\_-20\_\_

**Totals**:

 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:

* 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** (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). OneIT and Facilities Management will review proposals 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 proposals here: <http://clas.uiowa.edu/it-group/student-technology-fees>