

**2009-2010 Student Technology Fee Grant Funding Request Form
Northwestern State University
Instructions**

Please read carefully as some instructions have changed.

Funding from the Student Technology Fee Account is allocated annually to fund departmental and individual grants, awarded on a competitive basis, which advance the **teaching/learning process** within the mission of the University. All requests will be considered in this context, as articulated herein and as reflected in the unit's technology plan. Proposals should enable or enhance the ability of Northwestern students to access and assimilate large amounts of information, further their professional competence, and provide state of the art technologies in their field. The nature of, and rationale for, a request for student technology fee allocation must be consistent with the University's and requesting unit's technology plan.

DO NOT TAKE TO GRANT PROPOSAL TO INFORMATION SYSTEMS

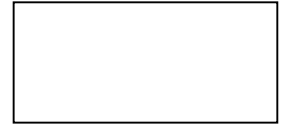
Follow the steps below for processing grant proposal.

- 1. Download grant proposal**
- 2. Write grant proposal**
- 3. Include all specs. state contract information, descriptions, quantity, vendor information with phone numbers, etc. according to grant proposal.**
- 4. The Office of Student Technology will provide quotes for workstations, printers and SMART classrooms upon request. The requestor is responsible for all other requested equipment.**
- 5. Deliver to the Office of Student Technology, Watson Library, Room 113D by the deadline date.**
- 6. No proposals will be accepted after 4:00 P.M., Friday, October 30, 2009 (All requested information must be provided for grant to be considered for funding). Incomplete proposals will be returned to requestor.**

- Request for grant funding must be by the College Dean, Director of the non-academic unit in which the request originates, or the Student Government Association President of the requesting campus (for student proposals). Multiple proposals from the same unit must be ranked in priority order.
- **Funding decisions will be made during the month of November, 2009. Any grant proposal approved will be informed thereafter.**
- Rating points for items on **Student Technology Fee Allocation Request Form:**

<u>Item</u>	<u>Pts.</u>	<u>Description</u>
#1	0	Target audience of the project/initiative. (Must be included)
#2	10	Description of the project/initiative.
#3	10	Objectives of the project/initiative.
#4	10	Evaluation of the objectives
#5	25	Justification for the project/initiative.
#6	15	Description of how project/initiative will advance University and unit technology plan.
#7	0	Individual(s) responsible for project implementation. (Must be included)
#8	5	Technical/support personnel needs.
#9	5	Schedule for project/initiative implementation.
#10	0	Estimated lifespan of hardware/software and anticipated upgrades. (Must be included)
#11	20	Budget for project/initiative (cost-effectiveness [student impact per dollar spent per year], 10 pts.; realistic to meet project/initiative objectives, 5 pts; estimated lifespan of hardware/software and anticipated upgrades, 5 pts).
#12	<u>0</u>	Letters of Support (Must be included)
	100	

Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2009-10



Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: _____ For: _____

Department/Unit: _____ College: _____ Campus: _____

Which NSTEP Goals/Objectives does this project meet? _____

Requested equipment will be located/installed/housed? Building _____ Room _____

Are department property policies and procedures in place for requested equipment? _____

Which individual will be responsible for property control of the requested equipment? _____

Signature: _____ Date: _____

Grant Proposal Requested Amount: \$ _____ Budget Attached (circle one): YES/NO

Grant delivered to Student Technology located in Watson Library, Room 113. Date _____

The grant proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned to requestor.

1. Describe target audience.

2. Describe project/initiative for which you are requesting funds.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.
4. Indicate how each project objective will be evaluated.
5. If funded, which NSTEP http://www.nsula.edu/nstep/NSTEP.pdf objective(s) will the funding of this project advance. How will funding of the project advance the University and College/unit technology plan?
6. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.
7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.
8. Describe any personnel (technical or otherwise) required to support the project/initiative.

<p>9. Provide a schedule for implementation and evaluation.</p>
<p>10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.</p>
<p>11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee. If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.</p>

Attach two (2) letters of support for the project from the following individuals: the requesting department’s Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests).

Student Technology Fee Grant Proposal Checklist:

- _____ Is all information requested provided (items 1 – 11)?
- _____ Is a detailed budget attached?
- _____ Is all specifications, description, model number, quotation, cost, state contract number, and vendor provided for each item?
- _____ Are your two (2) letters of support attached?
- _____ If equipment is to be checked-out/loaned, is your policy attached?