Northwestern State University of Louisiana

2019-2020
Student Technology Fee
Grant Application

Please Complete the Entire Application

Prepared by: _______________________________ For: _______________________________
Department/Unit: _______________ College: _______________ Campus: _______________

Which NSTEP Goals/Objectives does this project meet?

_________________________________

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

Does the department receive lab fees? (circle one) YES/ NO

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: ________________________

Proposal Requested Amount:$ _______________________ Budget Attached (circle one): YES/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date ________

Please be sure to include detailed specifications, vendor information, state contract information, descriptions, and quantities in the application.

1. Describe the target audience.

2. Describe the project/initiative.
3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

4. Please explain the evaluation process for each project objective.

5. Which NSTEP [http://www.nsula.edu/nstep/NSTEP.pdf](http://www.nsula.edu/nstep/NSTEP.pdf) objective(s) will this funding of this project advance? How will the funding of the project advance the University and College/unit technology plan?

6. Please justify funding for the project. Provide the number of students that will be served per academic year and in what ways. Please also indicate any unique needs of the target group.

7. List the 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>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Provide a schedule for implementation and evaluation.</td>
</tr>
<tr>
<td>10.</td>
<td>Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.</td>
</tr>
<tr>
<td>11.</td>
<td>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 requested equipment that will be either/or checkout to students or moved within the department, please provide a checkout/loan policy.</td>
</tr>
<tr>
<td>12.</td>
<td>Does the department receive lab fees? If so, please explain the need for Student Technology Fee funds.</td>
</tr>
<tr>
<td>13.</td>
<td>Attach a detailed budget.</td>
</tr>
<tr>
<td>14.</td>
<td>Attach two (2) letters of support for the project from the following individuals: the requesting department’s Dean, the appropriate Vice President, or for student request, the SGA President from the requesting campus.</td>
</tr>
</tbody>
</table>