LOUISIANA STATE UNIVERSITY IN SHREVEPORT
Faculty/Staff Proposal
Student Life & Learning

_____

PROPOSAL TITLE

PRIMARY REPRESENTATIVE SIGNATURE: _____

DEPARTMENT CHAIR SIGNATURE: _____

DEAN SIGNATURE: _____

DEAN RANKING: _____

INSTRUCTIONS FOR FACULTY/STAFF PROPOSALS

Complete the cover page.

Include a description of your proposal in 12pt. font, single spaced, addressing the following points:

Purpose of proposal and impact to student body
Projected lifetime of enhancement
Person(s) responsible (with qualifications) for implementation, installation, maintenance, operation and training
Discuss any previously funded Technology Fee projects
Discuss any other sources of funding requested for this proposal

Be sure to title each point in bold faced type.

Complete an itemized budget for equipment, software and personnel indicating priority in the event of partial funding. Budget specificity will be a criterion for evaluation.

The description and itemized budget combined must NOT exceed two pages.

Please be advised of the following:

➢ The technology fee will not fund supply items. The exception to this will be software and cables to connect equipment.

➢ The technology fee will not fund proposals of less than $500.

➢ The technology fee will not fund proposals for portable computers.

➢ The technology fee will not fund copiers.

➢ The technology fee will not fund faculty salaries/downloads.

➢ The technology fee will not fund overhead projectors.

➢ The technology fee will not fund hardware/software for faculty/staff offices.

➢ The technology fee committee may require a department to give a presentation to show how the money was spent on proposals greater than $2,000. The technology fee committee may refuse to fund any additional proposals to that department until it is satisfied that previous proposals were implemented as written.

➢ Proposals for student worker money must show that additional or new lab hours are being generated. For continuation of funding, lab usage must be documented. The technology fee will not fund student workers for any labs that did not receive tech fee funding for student workers prior to July 1, 2004.

➢ The department must display the purchased with technology fee funds sticker on any visible equipment that is purchased with technology fee funds. The stickers are available from the chair of the technology fee committee. The committee reserves the right to check any equipment purchased with technology fee funds to insure that the sticker is displayed.

➢ Proposals must be submitted with (1) attached cover page (TFC-004); (2) description; and (3) itemized budget. Any proposals not submitted with all three pages will be automatically disqualified.

➢ Any erroneous or misleading information given to the Technology Fee Committee on this proposal may result in the automatic denial of proposal.

➢ Unfunded proposals may be resubmitted the next funding cycle.