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Student Technology Fee
Funding Request Form
Special Initiative Fiscal Year 2007-08
Northwestern State University of Louisiana

This document will not be accepted without complete information, detailed budget, specifications of each piece of equipment requested and pricing.

Prepared by: Student Activities For: Student Union

College: _____ Campus: NSU Department: Campus Wide

Where will requested equipment be located/installed/housed: Bldg. Student Union Room Lobby

Total amount requested \$ 8,650.00 Any matched funds: Yes No Department _____

Are property policies and procedures in place by the department for equipment requested. Yes

Delivery to the Student Technology office located in Watson Library, Room 113. Date _____

1. Describe target audience.

All student, faculty, staff and visitors of NSU.

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

To develop a information/visitor center in the lobby of the Student Union.

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

The information desk will be measured by the visitors, students, faculty and staff that visit the Student Union and NSU.

4. Indicate how each project objective will be evaluated.

The project will be evaluated by the number of visitors to the information desk.

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

The information desk will be used to involve student, faculty, staff and visitors of up to date information and room assignments within the Student Union.

6. If funded, which NSTEP (<http://www.nsula.edu/nstep/NSTEP.pdf>) objective(s) will this funding of this project advance. How will funding of the project advance the University and College / unit technology plan?

1. To improve access to technology by students, faculty, and staff at NSU.
5. To upgrade and maintain the campus communication network and infrastructure.
8. To encourage innovation and research.

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.

Jennifer Long will serve as project manager

8. Describe any personnel (technical or otherwise) required to support the project/initiative

Physical Plant will install power for the desk, a contractor will install network, Jennifer Long will serve as project manager.

9. Provide a schedule for implementation and evaluation.

September – Bids
October – Purchase
November – Install
December/January – begin to use

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The desk should last 10 years.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through Student Tech Fee.

The desk and other equipment housed at the information station will fall under the property policy used by the university.

12. Attach a detailed budget, including: specs., description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment. **All of the information requested must be attached or the request will not be accepted.**

13. List two individuals and their letters of support for the project. The letters needs to be from unit's Dean, the appropriate Vice President or the SGA President.

1. SGA President
- 2.

Budget

Desk	\$8,000.00
Network	\$ 150.00
Power	<u>\$ 500.00</u>
Total	\$8,650.00