Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2011-12
Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by:_____SGA_____ For:____SGA_____

Department/Unit:_____SGA_____ College: _____ Campus: ___Natchitoches_

Which NSTEP Goals/Objectives does this project meet?____~~STE~~ 1,2,3,5,8,9_____

Requested equipment will be located/installed/housed? Building_Watson_____ Room___113

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

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

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

Signature: _____ Date:_____

Proposal Requested Amount: $_____3,936.00_____ Budget Attached (circle one): YES/NO

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

The 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. The target audience will be all NSU students. This project will provide the SGA President easier access to the officers and student body. It will provide better mobility and with budget restraints paper will not be needed to print out meeting notes or other materials.
2. Describe project/initiative for which you are requesting funds. To purchase (6) iPads for the following positions within the SGA; V.P., Speaker of the Senate, Secretary, External Affairs Commissioner, Student Affairs Commissioner, and the Academic Affairs Commissioner with current technology for easier accessibility for meetings and correspondence with the student body.

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

Measures will be determined by the usage and contact with the student body.

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4. Indicate how each project objective will be evaluated.

The usage will be evaluated at the end of each semester by the communication between the SGA and the student body.

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5. 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?

Objective 1: To improve access to technology by students, faculty and staff at NSU
Objective 4: To improve and proliferate the use of distanc education within all colleges at NSU
Objective 7: To encourages technology initiatives by faculty, staff and students.
Objective 8: To encourage innovation and research

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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.

The entire student body has the potential of benefiting from the project.

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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.

The SGA President will be responsible for implementing the project.

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

SGA President – Project Manager will be the personnel to support the initiative.

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9. Provide a schedule for implementation and evaluation.

November – receive funding
December – purchase
January – receive equipment to begin implementation

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

The iPads will have a long life span if taken care of by the individual responsible. Each iPad will be assigned to the designated position for their term. Their term consist of each semester registered and hold the position within the SGA when assigned the equipment. The equipment will remain on campus and used only by the student and for student use. The individual will only be allowed to utilize the equipment when registered for class, per semester. If for any reason they leave office the equipment will be returned, and if damaged, the individual will be responsible for the cost or replacement of the equipment.

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.

Each individual will sign a letter and understand the contract before assigning the equipment.

12. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department.

No

13. Attach a detailed budget.

Please see attached.

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 – 13)?
_____ 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?

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AppleCare Protection Plan for iPad - Auto-enroll	S3788LL/A	In Stock	1 Remove	$79.00	$79.00
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