GSW Student Technology Fee
Project or Program Request Worksheet

Deadline for proposal submission is Midterm Fall/Spring semester.

Student technology fee revenue is available for use in meeting instructional technology needs. Requests for funding may come from student organizations, faculty, and staff.
Go to https://www.gsw.edu/campus-technology/policies-standards/technology-fees-guidelines to review guidelines for the use o Á č å^} ơ^&@ [|[* ˆ Á˘ } å•È

Form Instructions: Complete one worksheet for each project or program request. This request may include multiple budget items. Submit this form to the Chief Information Officer of Information and Instructional Technology (Morgan Hall), Royce Hackett.

1. Person submitting form: Date:

2. Contact information - Phone: Email:

3. Select one   Faculty   Staff   Student Organization

4. Project or Program Name:

5. Department or Unit:

6. Brief description of request:

7. Evidence of student need, starting with number or percentage of students or courses served:

8. Detailed Budget – Include all items required for this project or program:

Item requested	Number requested	Unit Cost	Total Cost

Use additional pages as necessary.

9. Total cost: $

10. Briefly describe additional funds available for this project, if any:

11. Describe any ongoing costs for maintenance and/or supplies and explain how will these be allocated

12. Will this new equipment/software be connected to the GSW network   yes   no
If yes, what impact will there be on the network

13. Please attach any other supporting information regarding this request. *Supplementary materials (such as: product information, price quotes, computer lab design plans, space approvals, etc.) may be submitted and attached to the proposal. If you are unable to attach them electronically, please submit a copy of the supplemental materials to the director of the Office of Informational and Instructional Technology by the proposal deadline date, with a cover sheet including the proposal title, and name and department of the contact person.*

14. Signature of individual making the funding request _____

15. Supporting signature(s) of deans/directors/vp's. Proposals from student organizations require the signature of a faculty/staff advisor, indicating review; proposals from academic areas require the signature of the department chair and/or dean, indicating review; proposals from staff require the signature of the department director/head, indicating review.

Approved By: Title:
                   (Please type or print)

Signature: _____

Approved By: Title:
                   (Please type or print)

Signature: _____