

TECH FEE PROPOSAL SUBMISSION FORM – Due December 11, 2008

All applicants must secure institutional approvals prior to submission to the Tech Fee Committee. The committee reserves the right to reject an application made without approvals, or that is incomplete. **The applicant is responsible** for (1) printing and completing this form, obtaining necessary signatures [appropriate chair or department head; Dean/VP; Director of IT] and (2) delivering completed form to *Helen Moore, IT Department, Inlow Hall 008, prior to 5:00pm, December 11, 2008*

Date:

Project Title:

Proposer Name: Email Address:

Administrative Unit: Head of Unit:

Amount of Request:

Matching Provided
 Cash:
 In kind:

Total Project Cost:

Does the applicant have any conflict of interest or financial interest in project?
 No Yes If yes, please attach explanation.

Department and University Approvals: By signing this form I am certifying that this proposal is consistent with the mission of the department and the University, and that I am in agreement with the scope of work and project budget.

Reviewer	Signature	Date
Applicant		
Appropriate Department Chair or Department Head		
Appropriate Dean of School or VP		
Director of Information Technology		

(please attach additional pages if necessary)

1. Briefly summarize the project and its purpose.

2. Describe how project supports technological applications and services that are directly used by students as a part of their participation in learning activities.

3. Explain how and to what degree this proposal improves and enriches student learning.

4. Specifically identify the number of students *directly or indirectly* affected by this proposal by (a) intensity of projected use, (b) degree program, (c) class level, and (d) residential vs. distance education students.

Intensity of Projected Use

	# of Students	# of Hours
Day		
Week		
Term		
Year		
Total		

Number of Students Affected

Degree Program	Class Level	Residential	Distance
1			
2			
3			
4			

5. Explain how this proposal creates a new technological capacity for students that is not currently available,
OR
Explain how this proposal is an enhancement of an existing technological capacity available to students

6. Describe (a) where the equipment will be housed; (b) what administrative unit will be responsible for security and maintenance; and (c) the schedule of availability for student utilization.

7. Explain how this proposal is responsive to the strategic plans of your department, college, or the University.

8. Explain what impact this proposal will have on the Information Technology Department. Specifically address any additional Equipment Systems Specialist (PC) support, Help Desk support, Media Services (audio/visual and video) support, network bandwidth utilization, web services or other network services support needs that might be generated by this project.

9. Provide a detailed list of all initial project costs, including but not limited to hardware, software, furniture, installation costs (one-time costs of wiring, building modifications, etc.). Be sure to include brand, model number, and total cost of each item. This information for all technology equipment should be obtained from Eastern's IT Department.

Item	Tech Fee	EOU Matching		Partner Matching		Total
		Cash	In kind	Cash	In kind	
1. Hardware						
2. Software						
3. Furniture						
4. Other equipment						
5. Student Wages						
Total						

10. Provide a detailed ONGOING ANNUAL budget for all project costs, including but not limited to technical support, student wages, maintenance and operation costs over the life of the equipment/project, and replacement costs.

Item	Tech Fee	EOU Matching		Partner Matching		Total
		Cash	In kind	Cash	In kind	
1. Hardware						
2. Software						
3. Furniture						
4. Other equipment						
5. Student Wages						
6. Consumables	Tech Fee does not pay for consumables					
7. Training						
8. Maintenance/Repair						
9. Replacement						
Total						
Estimated life of equipment/project =				Years		

After completing this form and obtaining the necessary signatures, please deliver it to Helen Moore, IT Department, Inlow Hall 008 – prior to 5:00pm on December 11, 2008.