

The University of Tennessee at Chattanooga Student Technology Fee Funding Request

Proposal

Beginning 2004-2005

Title: _____

Unit Submitting Proposal: _____

Briefly summarize the proposed project.

Identify the project goals and objectives. Briefly describe your goals and objectives. Include in the description how the outcomes of the project will improve teaching and learning. Indicate also the anticipated reach of your project. In other words, how many and what type of students will benefit from the successful execution of the proposed funding? How will they benefit?

Describe the method with which you will achieve your goals. Briefly describe your methodology. Include a calendar of target project dates. That is, when will the major steps in the project begin and end?

How will you evaluate the success of the project? Describe your evaluation criteria clearly. How will you determine whether the project is successful?

Previous grant(s): If you received a Student Technology Fee grant last year, have you submitted your final report?

Proposed location: Describe the proposed location of the equipment, software, etc.

Requested Budget: Clearly identify one-time costs, such as equipment, shipping, and installation. Clearly identify recurring costs, such as maintenance and support, and the source of the funds to cover the recurring costs.

Summary of projected costs	
Salaries (if any)	\$
Equipment (hardware and software)	\$
Complete the following items as appropriate	
Installation	\$
Construction/renovation costs	\$
Annual maintenance/support costs	\$
Training	\$
Recurring costs per year	\$
Total project one-time costs	\$
Estimated recurring costs per year	\$

Identify the area(s) responsible for operating and maintaining the equipment.

Approval by Dean or Vice Chancellor: _____

Individual responsible to complete proposal if funded: _____

Priority established by Dean or Vice Chancellor: _____

Deans and Vice Chancellors should return completed forms (along with 20 copies) to Provost John Friedl, Chair of the University Technology Committee, prior to **December 12, 2003**.