Fall 2026 Student Technology Fee Large Project Proposal

If necessary: Submit an on-line **Space Management Form**
No later than October 23, 2026 12:00 P.M.

Submit: All proposals must initially be submitted for review to It Solutions
No later than October 30, 2026 12:00 P.M.

Final Submission: Six hard copies to Office of Technology (Mcclimans 202), and a .pdf version, including cover sheet with signatures, on a flash drive or emailed to technology@Southeastern.Edu
No Later Than November 6, 2026 12:00 P.M.

Dates are approximated and subject to slight change as the Fall 2026 semester approaches.

Those Colleges/Departments eligible in 2026/27: College of Business, College of Education, Health and Human Sciences (CEHHS), Computer Science, Industrial and Engineering Technology (Chemical, Civil, Electrical, OSHE), Chemistry, Mathematics, Library, Division of Student Affairs, Finance and Administration, University Advancement, Music and Performing Arts, Visual Art + Design and all other areas reporting to the Provost and President not listed in the other group.

See the Large Project Proposal Process for those in the remaining two-year cycle and collaboration information.

APPLICANTS PLEASE NOTE

Review Large Project Proposal Process prior to completing your proposal. It is located on the Student Technology Fee main page.

1. Proposals must exceed $5,000 in value
2. Proposals must have the signature of the appropriate Dean or Vice President
3. Proposals must address all questions below in the order shown
4. Attach cover sheet to front of proposal
5. Attach quotes to the back of the proposal
6. Electronic copy of questions/cover sheet is available at the Student Technology Fee main page.
7. Complete and thorough answers are essential
8. Proposals that involve substantial change to a room or room usage must submit a Space Management Form. They may determine that Physical Plant or Facility Planning needs to evaluate the proposed area for power and air conditioning needs as well as any renovations that may be necessary. Once the reviews are completed, attach a statement from them to your proposal confirming that your request is approved by them and that all financial needs associated with this aspect of the project have been addressed.

Updated August 2026

Please provide answers to the following:

1. **Project Description/Objectives**

- The goal of the student technology fee is to provide opportunities to increase student access to technology and/or to use technology in ways to benefit student life, scholarship and learning. Briefly describe your proposal, noting how it will further this goal.
- What are the objectives of your proposal?
- Explain your rationale concerning your selection of the project category type on the cover page.

2. **Equipment**

- List/describe the equipment and/or other requested purchases.
- Explain how the equipment will be used. If replacing or extending existing equipment, describe success of these existing technologies.
- Where will the equipment be located?
- Who will be responsible for safety and security?
- How will the equipment be maintained?

3. **Existing Systems**

- To what degree does your proposal augment systems already established within your department/college/division?
- To what degree does your proposal augment existing university-wide systems

4. **Students Impacted**

- How many students annually would be impacted by your proposal?
- What students would be impacted by your proposal?
- What specific short and long term benefits would be provided to students?

5. **Financial Information**

- How much does your proposal cost?
- Outline costs by budget categories of equipment, supplies, software, and miscellaneous. (Attach vendor quotes, or pricing from the vendor website, to your proposal.)
- What match, if any, will be provided? Explain.
- Estimate the cost/benefit ratio and/or return on investment of your proposal.
- Should the committee decide to fund a portion of your proposal, what would you deem an appropriate minimum allocation to be? Outline and provide cost and match, if applicable.

6. **Other**

- Comment as to how this proposal maintains or creates a technology balance across the campus.
- How does the proposal complement the University's vision?
- How does the proposal advance the University's reputation as a technologically advanced institution?

Fall 2026 Student Technology Fee Large Project Proposal Summary/Signature Sheet

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PROPOSAL TITLE _____

Maximum Tech Fee Request _____ **Associated Match** _____

Minimum Tech Fee Request _____ **Associated Match** _____

Submitted by: _____

Department/College/Division _____

PROJECT CATEGORY (Indicate one)

_____ **New Technology** (i.e., technology is brand new to the Department/College/Division; nothing similar exists)
_____ **Extension of Existing Technology** (i.e., same or similar technology will augment what already exists)
_____ **Replacement of Existing Technology** (i.e., same or similar technology will supplant what already exists)

AUTHORIZING SIGNATURES

Prepared by: _____ _____
Email address

Department Head: _____ _____
Email address

Dean/VP: _____

Provost/President* ** _____

IT Solutions _____

*****Required only if proposal is submitted during a period not designated for requisitioning department**

Date Rec'd _____ *Tech Fee Recommendation/Date* _____

Provost _____