LARGE PROJECT PROPOSAL PROCESS
Revised for Fall 2026

1. Solicit proposals under the following conditions:
   --each fall, a call for proposals will be issued;
   --up to $250,000 will be available for distribution for all large/matching projects combined

2. Earmark available funds as follows:
   --60% of funds to be designated for new technology within a College/Department
   --20% of funds to be designated for extension of existing technology within a College/Department
   --20% to be designated for replacement of existing technology within a College/Department

   If funds are not allocated in any one or more of the "new technology," "extension technology" or "replacement technology" categories, the committee may decide to reallocate these monies for worthy projects in another category.

3. Calls for large project proposals will alternate on a two-year cycle as follows:
   --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.
   --2027/28: College of Nursing, ISAT, Biological Sciences, Industrial and Engineering Technology (Industrial, Materials, Mechanical), Physics, English, World Languages and Cultures, Communication and Media Studies, History and Political Science, Psychology, Sociology and Criminal Justice, General Studies, Office of Technology, College of Honors and Excellence, and all other areas within the College of Arts, Humanities and Social Sciences not listed in the other group.

4. In recognition that external factors (accreditation changes, Board mandates, etc.) may necessitate the need to request student tech fee assistance during a cycle that is not designated for a requisitioning area, such proposals may be submitted for consideration with the approval of the President or Provost. The Tech Fee Large Project Proposal Subcommittee will consider these proposals subject to the same guidelines as those applied to all others submitted during their review period.

5. Proposals from academic units are encouraged to include a match from the College and/or Department.

6. Collaborative proposals (i.e., those that involve two or more areas that, on their own, would not propose during the same year) will be considered and are encouraged. Submission of these proposals will be the year in which the College/Department with the "majority interest" is scheduled. That College/Department will be required to provide the lion's share of the match, if the proposal is from an academic unit.

7. Application for funds to be awarded:
   (a) New Technology: show benefit to student body; demonstrate how technology advances student life/mission of Southeastern; outline ability to maintain and support equipment post purchase; other factors (cost/benefit, contribution to reputation, accreditation, etc.)
   (b) Extension Technology: show benefits to student body (with description of success of technology that is proposed to be extended); outline ability to maintain and support equipment post purchase; other factors (cost/benefit, contribution to reputation, accreditation, etc.)
   (c) Replacement Technology: show benefit to students beyond existing technology; demonstrate success of existing technology; outline ability to maintain and support equipment post purchase; other factors (cost/benefit, age of existing equipment, contribution to reputation, accreditation, etc.)

8. Existing approvals to remain as previously established.

9. Vendor quotes must be attached for the requested items.