# Procedure for Obtaining Student Technology Fee Funding as a Match to Grants from any Granting Agency

## Eligible for a Student Technology Fee Matching Grant:

**Disciplines eligible in 2026-2027** - 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. All disciplines eligible for a BoR grant, whether or not listed above, are eligible to apply for a Matching Grant provided the proposal benefits Southeastern students.

**Disciplines eligible in 2027-2028** - 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.

## Prior to submission:

The PI(s) must have the technology component of their project reviewed by IT Solutions. The Student Tech Fee Matching Funds Request cover page must show the approval and signature of the Becki Starkey in IT Solutions (contact at x2138).

If the project requests a change in room use type (e.g., converting a regular classroom to a lab) or a change in a room (e.g., taking out a wall or adding electrical capacity to support equipment), the PI(s) must have the approval of Facility Planning. The Student Tech Fee Matching Funds Request cover page must show the approval and signature of the Director of Facility Planning (contact at x2240).

## Due:

A .pdf copy, the original plus 5 copies of the request for matching funds must be received by **12:00 PM on Friday, September 11** in the Office of Technology, McClimans 202. The .pdf should include the cover sheet with signatures, and should be emailed to technology@selu.edu. Late applications WILL NOT be considered. The abstract and budget/budget justification from the proposal to the granting agency MUST accompany your application. You may also include a draft of your narrative and any other relevant information.

For BoR Enhancement proposals, please note that a copy of the STF application, notice of STF matching funds award, and full BoR proposal is due to the Office of Sponsored Research and Programs no later than **Monday**, **October 5 at 12:00 PM**. (Date/time subject to change by OSRP)

1. **Proposals must exceed $5,000 in value.**
2. **Proposals must have the signature of the appropriate department head and Dean.**
3. **Proposals must address all questions below in the order shown.**
4. **Attach cover sheet to front of proposal.**
5. **Electronic copy of questions/cover sheet is available at the Student Technology Fee main page**
6. **Complete and thorough answers are essential.**

# Fall 2026 Student Technology Fee
# Student Technology Fee Matching Funds Request – Cover Page

## Proposal Title:

**Total Dollar Amount of Project:** **$_____**

**Amount Requested from Granting Agency:** **$_____**

**Amount Requested from Student Technology Fee:** **$_____**

**Other Matching Funds (list sources and amounts):** **$_____**

**$_____**

**$_____**

**Submitted by:**

**Department/College:**

## Project Category (Indicate one)

**_____ New Technology (i.e., technology is brand new to the Department/College; 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**

**IT Solutions:** _____

**Facility Planning:** _____ **(if needed)**

**Department Head:** _____ _____
**Email address**

**Dean:** _____

**Provost:** _____
*(signature required only if match is from a university budget)*

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***Date Received*** _____ ***Tech Fee Recommendation/Date*** _____

***Provost's Final Approval*** _____

# Fall 2026 Student Technology Fee
# Student Technology Fee Large Project Proposals – Matching Funds Request

Final Submission to Office of Technology (McClimans 202)
no later than
**September 11, 2026** At 12:00 PM
(Date subject to change by Sponsored Research)

**Please provide answers to the following:**

1. 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.

2. What are the objectives of your proposal?

3. Explain your rationale concerning your selection of the project category type on the cover page (i.e., new, replacement, etc.).

4. Explain how the equipment will be used. If replacing or extending existing equipment, describe success of these existing technologies.

5. Where will the equipment be located? Who will be responsible for safety and security? How will the equipment be maintained?

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

7. Should the committee decide to fund a portion of your STF proposal request, what would you deem an appropriate minimum allocation to be? How would overall funding for the proposal be adjusted?

8. How does the proposal advance the University's reputation as a technologically advanced institution?