Student Technology Fee Small Project Proposal
Signature Cover Sheet

PROPOSAL TITLE:

SUBMITTED BY
PLEASE PRINT _____

DEPARTMENT _____

COLLEGE/DIVISION _____

DATE _____

REQUESTED AMOUNT
MINUS ANY MATCH _____

AUTHORIZING SIGNATURES

Prepared by _____

Department Head _____

Dean or VP _____

TO BE COMPLETED BY STUDENT TECH FEE PERSONNEL

Date Received _____

Tech Fee Recommendation _____

Tech Fee Recommendation Date: _____

Notification Date: _____

Provost _____

Revised August 2026

STUDENT TECHNOLOGY FEE
Small Project Proposal

Small Project Proposals will be accepted according to the following schedule:

Due by noon on the first Monday in October (10/5/26) – 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.

Due by noon on the first Monday in February (2/1/27) – 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

If two or more proposals come from different departments within the same college, they must refer to the needs of each department. Any submission of similar proposals by the same or different departments in a college will be considered breaking a proposal to comply with the $5,000 limit and will not be considered for funding.

Interested parties must complete the "Student Technology Fee—Small Project Proposal" application and the necessary coversheet with approvals. Please provide brief answers to each question. **Funding will not be provided for personnel, student labor, furniture or consumable supplies.** Any proposal that involves setting up a new lab or setting up equipment in a new location should be reviewed by either Physical Plant or Facility Planning. Supporting documents showing approvals must be provided. Quotes must be attached to the hard copy of the proposal (but do not have to be included in the .pdf).

Submit completed and signed small project proposals to Dr. John Burris, Chair, Student Technology Fee Committee. **A .pdf copy with signatures must be e-mailed to Technology@selu.edu, PLUS a hard copy submitted to Box 10430, or delivered to McClimans 202**.

The goal of the student technology fee is to provide opportunities to increase student access to technology and/or use technology in ways that would benefit student life and/or student scholarship and learning.

1. ***Project Description and Objectives***
   - *(A) Briefly describe your proposal and state its objectives, noting how it will further the overall goal of the Student Technology Fee.*
   - *(B) To what degree does your proposal augment systems already established within your department/college/division/existing university-wide systems?*

2. ***Equipment, briefly respond to the following***
   - *(A) List/describe the equipment and/or other requested purchases.*
   - *(B) Explain how the equipment will be used.*
   - *(C) Where will the equipment be located?*
   - *(D) Who will be responsible for safety and security?*
   - *(E) How will equipment be maintained?*

3. ***Students Impacted***
   - *(A) How many students annually would be impacted by your proposal?*
   - *(B) What students would be impacted by your proposal?*
   - *(C) What specific short term and long term benefits would your proposal provide to Southeastern students?*

4. ***Financial Information***
   - *(A) How much does your proposal cost?*
   - *(B) Outline costs by budget categories of equipment, supplies, software, and miscellaneous.*
   - *(C) What match will be provided? Explain.*