Student Technology Fee "Surplus Computers and Peripherals" Proposal Guidelines

Purpose: All computer equipment placed in Student Technology Fee computer labs throughout campus is on a replacement cycle as funds become available. As the equipment is replaced with new equipment, the Student Technology Fee Committee seeks proposals for ways to utilize the equipment that is being replaced. It is the desire of the committee to use this equipment to extend technology to other areas of the university where it will also ultimately benefit the students**.**

Information: Interested parties must complete the "Student Technology Fee—Surplus Computer and Peripheral Proposal" with the necessary approvals. **Surplus computer and peripheral proposals may be submitted at any time.** The Student Technology Fee Committee will consider surplus computer and peripheral proposals at each of their regular meetings (at least three per fall and spring semester and one in the summer).

Award Criteria: Proposals shall be awarded according to merit and availability. The Student Tech Fee Committee will evaluate all proposals according to the following criteria:

1. Benefit to the student body, campus, and/or educational mission of the University
2. Potential number of students who will benefit.
3. Ability of the sponsoring department(s) to maintain the equipment and provide needed software.
4. Ability of the sponsoring department(s) to house and provide security for the equipment.

Guidelines: The department submitting a proposal must conform to the following guidelines:

1. All questions must be answered.
2. Submissions must be typed.
3. Submissions must be directed to Becki Starkey, Chair of the Surplus Computer Request Subcommittee.
4. All computers donated to departments are to be used in accordance with the proposal the department submits. If these computers are to be withdrawn from the program proposal within one year of the award, notice must be supplied in writing to the Student Tech Fee Committee, care of Dr. John Burris.
5. The department will be held responsible for keeping an exact inventory of the equipment awarded at all times.
6. The only software that will be included on the computer equipment is the operating system, MS Office suite, PDF-XChange Editor and internet browsers. All other software must be purchased by the department receiving the award.
7. As the equipment will be out of warranty, the department must be willing to allow for maintenance coverage of the equipment through the Help Desk.
8. A separate proposal must be submitted for each specific projected use. Proposals should not be bundled together.
9. All proposals must be approved and submitted directly from the Dean of the College or Vice President as appropriate. Should a Dean or Vice President have specific proposals that need to be considered priorities, he or she should list those priorities in a cover memo to be delivered with the proposals. The Committee will consider the priority recommendations in its determinations.
10. Any proposal which involves setting up a new lab, or setting up equipment in a new location should be reviewed by either Physical Plant or Facility Planning. They will evaluate the proposed area for the feasibility of providing required power and/or air conditioning as well as any renovations that may be necessary for the proposed area. Once they have completed their review, please attach a statement to your proposal from them confirming that they have reviewed the proposal and that all financial needs associated with the project have been addressed.

Revised 4/7/26

Student Technology Fee
"Surplus Computers and Peripherals" Proposal

Requesting Department _____

QUESTIONS (Attach an extra page if needed):

1. The goal of this program is to provide opportunities to make technology available in ways that would benefit student life and/or student scholarship/learning. Please list the proposal objectives and explain how the proposal would further this goal.

2. Approximately how many students will benefit per year/per semester? Which students will benefit (for example, will these computers be made available to a specific group, department and/or a specific program)?

3. Please outline **the number** of computers requested. Explain how the computers will be used and how it will be maintained. (Note: These computers will no longer be under warranty nor covered by Student Tech Fee monies.)

4. Where will the computers be located? Who will be responsible for security and maintenance of the computers?

Proposal prepared by (Please Print): _____ _____
Name Email

All proposals must be approved and submitted directly from the Dean of the College or Vice President as appropriate.

Approved:

_____ _____
Department Head Date

_____ _____
Academic Dean or Vice President Date

Return completed form after all questions have been answered,
***and all approvals have been obtained*, to:**
Dr. John Burris, Office of Technology, SLU 10430
McClimans, Room 202