



Department: _____

Proposal Title: _____

(2-5 words that summarize the content of your proposal. E.g., "Classroom Lab Refresh," "One Button Studios," "Learning Lab Equipment")

Project Contact: _____ Email: _____

Budget Request:

Year (FY)	Hardware	Software	Other	Salaries	Total
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Brief description of proposal:

Please attach the following items (in order) to this cover sheet:

Narrative (1-2 pages maximum) – The proposal narrative must address the following:

- Off-cycle requests require urgency. Address why this cannot be submitted during the normal funding cycle.
- State the general purpose of the request and the educational needs to be addressed.
- Describe the role of the requested project in teaching.
- What specific courses will benefit from the project? Why is the project important for these courses?
- Describe course frequency and student enrollment based on records or projections.
- How will it benefit undergraduate students?
- Explain why available resources cannot meet this need.

Budget

Budget Justification

Installation & Management Plan

DEO Endorsement

Check here for more details regarding the outline above: <http://clas.uiowa.edu/it-group/student-technology-fees>
Submit off-cycle requests to Jessica-Yoder@uiowa.edu