**University of Louisiana at Monroe**

**Student Technology Access Plan (STAP) Proposal**

**Cover Sheet**

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| --- | --- |
| Project Title: |       |
| Project Director(s): |       |
| Department(s)/Group(s): |       |
| Amount Requested: |       | Semester Submitted: |       |
| Summary (200 word maximum): |
|       |
| Project Director’s Signature | Date:      |
| Budget Unit Head’s/Faculty Advisor’s Signature | Date:      |

**Instructions for Proposal Submission**

1. *Each request must be identified as originating with a budget unit or campus group and must not exceed four pages (excluding the cover page). The request should include the following information.*
* *A project description.*
* *A detailed budget and a budget justification that clearly identifies how the project benefits students.*
* *Projects that seek to upgrade student laboratories supported by STAP funds must also provide a summary of those items previously purchased and the benefits these purchases have produced.*
1. *Student groups should submit requests to the SGA President. Budget units within the academic colleges should submit requests to their dean. Other units should submit requests to their vice president.* ***All requests must be received by 11:30 a.m. on January 20, 2022 to these respective offices.***

**For use by STAP Review Committee**

|  |  |  |
| --- | --- | --- |
| Item | Maximum Score | Score |
| 1. Student benefits
 | 30 |  |
| 1. Number of students impacted
 | 15 |  |
| 1. Frequency of student use
 | 15 |  |
| 1. Essential for program quality
 | 15 |  |
| 1. Cost
 | 10 |  |
| 1. Potential to be self-sustaining
 | 10 |  |
| 1. Extent to which existing systems are augmented
 | 5 |  |
| Total | 100 |  |

 11/17/2021