**University of Louisiana at Monroe**

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

**Cover Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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