

UNIVERSITY OF LOUISIANA  
AT LAFAYETTE

STEP Committee

Technology Fee Application

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Title

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Name of Submitter  
(Faculty or Staff only)

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Organization

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Signature of Dean  
**(REQUIRED)**

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Contact Person): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Department/College/Org: \_\_\_\_\_

**ABSTRACT (250 words or less):**

1. Complete the cover page.
2. Complete the abstract page.
3. Give a description of your proposal in 12 pt. font, single spaced, addressing the following points:
  - a. Purpose of grant and impact to student body as a whole
  - b. Projected lifetime of enhancement
  - c. Person(s) responsible for
    - i. implementation
    - ii. installation
    - iii. maintenance
    - iv. operation
    - v. training  
(with qualifications)
  - d. Describe in detail each budgeted category (in budget proposal)
4. Complete the Budget Proposal form.
5. Construct a timeline (3 yr. Max) indicating the project implementation schedule.
6. Include any additional information relevant to your application.
7. Discuss all previous funded STEP projects (if any).

**FIFTEEN (15) COPIES OF PROPOSAL, WITH EACH PAGE NUMBERED, SHOULD BE HAND DELIVERED TO THE STUDENT GOVERNMENT OFFICE (SGA), CORONNA HALL, ROOM 218 BY DEADLINE DATE.**

**NO INTEROFFICE DELIVERIES**

# Budget Proposal

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Length of Implementation	1	2	3
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(in years)

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1. Equipment

2. Software

3. Supplies

4. Maintenance

5. Personnel

6. Others

7.

8.

9.

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TOTAL: