

**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.*
2. *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 October 30, 2015.***

For use by STAP Review Committee

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