UNIVERSITY OF LOUISIANA AT LAFAYETTE

STEP Committee

Technology Fee Application

Title

Name of Submitter
(Faculty or Staff Only)

Organization

Title: _____ Date: _____

Name (Contact Person): _____

Address: _____

Phone Number: _____ Email: _____

Department/College/Org: _____

ABSTRACT (250 words or less):

Instruction Sheet:

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)
      vi. STEP Plan Alignment
   d. The narrative of the proposal must include the purpose and justification for each of the items listed in the Budget Proposal.
4. Complete the Budget Proposal form.
5. Include any additional information relevant to your application.
6. Discuss all previous funded STEP projects (if any).

ONE ELECTRONIC COPY (Microsoft Word or Adobe PDF) OF PROPOSAL SHOULD BE EMAILED TO
stepproposal@louisiana.edu
BY DEADLINE DATE.

For additional submission instructions and deadlines, please visit http://step.louisiana.edu

NO HARD COPY SUBMISSIONS WILL BE ACCEPTED!

Budget Proposal

1.   **Equipment** $

2.   **Software** $

3.   **Supplies** $

4.   **Maintenance** $

5.   **Personnel** $

6.   **Other** $

TOTAL: $