November 16, 2015

TO: Deans, Directors and Department Heads

FR: Martha A. Potvin
Executive Vice President for Academic Affairs and Provost

RE: Request for Proposals – CFAC and EFAC FY17 Funds

Proposals are requested for FY2016 Student Computer Fee and Student Equipment Fee funding. The deadline will be **Monday, February 1, 2016 at 5:00pm** for proposals to the Computer Fee Allocation Committee (CFAC) and the Equipment Fee Allocation Committee (EFAC).

Deans and Directors shall collect, rank and submit a consolidated request from the College or other given unit by the deadline. Please do not list more than one top priority request for each source of funds (CFAC and EFAC). Deans and Directors are responsible for establishing appropriate deadlines to meet this deadline. The Committees will meet in February and allocations will be announced in March.

**Computer Fee Requests (submit to cfac@montana.edu)**

- Student computer fee funds are generated by a student fee and may be used to purchase, lease or maintain computer equipment and/or software in support of the instructional program at MSU. Section 940.23 of the *Montana Board of Regents of Higher Education Policy and Procedures Manual* ([http://mus.edu/borpol/bor900/bor900.asp](http://mus.edu/borpol/bor900/bor900.asp)) provides the specific regulations associated with the use of these funds.

- ITC and the Library will receive 33% of the total student fee funding to support the global computing labs throughout the campus.

- Up to 10% of available funds will be reserved in the initial round for investments in meeting global computing needs. Use of these funds must be recommended by the IT Council and approved by CFAC.

- Units may request multi-year funding.

- Attention will be paid to the distinction between new and existing facilities, especially with respect to sustainability.

- The request form is attached. Please note the guidelines for prioritization of requests. Please complete all sections of the request form.

- CFAC will reallocate used computing resources made available through this process later in Spring Semester 2016.

**Equipment Fee Requests (submit to efac@montana.edu)**

- Student equipment fee funds are generated by a student fee and may be used to purchase, lease or maintain equipment in support of the instructional program at MSU. Section 940.26 of the *Montana Board of Regents of Higher Education Policy and Procedures Manual* ([http://mus.edu/borpol/bor900/bor900.asp](http://mus.edu/borpol/bor900/bor900.asp)) provides the specific regulations associated with the use of these funds.

- The Registrar’s Office will receive a fixed percentage of the equipment fee funding to support classroom equipment throughout the campus.

- The request form is attached. Please note the guidelines for prioritization of requests. Please complete all sections of the request form.