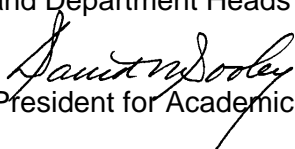




MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: David M. Dooley 
Provost and Vice President for Academic Affairs

DATE: February 27, 2009

RE: Equipment Fee Proposals

The Equipment Fee Allocation Committee is accepting proposals for FY10 funding. These funds are allocated for equipment and computing hardware and software utilized in the *instructional* program. Refer to Section 940.26 of the *Montana Board of Regents of Higher Education Policy and Procedures Manual* (<http://mus.edu/borpol/default.asp>) for specific regulations. The following guidelines should be observed in the application process:

1. Each department must clearly rank its requests and forward them to the appropriate dean.
2. Each dean/director will integrate the departmental requests into a clearly ranked list. Please do not list more than one number one priority.
3. Each request must be submitted on a separate form (copy attached) to facilitate review and ranking. Please complete all sections of the request form.

Each college should submit a consolidated request to the Provost's Office by **April 3, 2009**.

Please note that a separate call for proposals will be issued for Computer Fee requests.

Enclosure

**Office of the Provost
and Vice President
for Academic Affairs**

212 Montana Hall
P.O. Box 172560
Bozeman, MT 59717-2560

Tel (406) 994-4371
Fax (406) 994-7989

MONTANA STATE UNIVERSITY
EQUIPMENT FEE ALLOCATION COMMITTEE

Request for FY10 Funds

On a separate sheet of paper answer the following questions. **Proposals must be prioritized within their respective areas (e.g. deans/department heads within colleges/departments) before forwarding them to the committee. Please forward eight (8) copies to the Provost's Office by April 3, 2009.**

1. Provide a prioritized list of HARDWARE/EQUIPMENT and the estimated cost for each requested item.

2. List SOFTWARE requested and the estimated cost. Include upgrade costs and information regarding software licenses on an ongoing basis.

3. What MAINTENANCE funding is needed for hardware servicing?

4. Approximately how many students will use the requested equipment during each academic year. Please list the courses, number of sections per course and anticipated enrollments.

5. Is the requested equipment replacing existing equipment? If so, please describe the age and condition of the existing equipment.

6. Will any space modifications or additional personnel be required to house, protect, and maintain requested equipment? If so, describe these needs and identify the funding sources.

7. What alternative funding sources have been pursued to obtain the requested equipment? Identify the available matching funds. Please identify these sources and the amounts available.