Montana State University
Equipment Fee Allocation
Committee Proposal
Request for FY21 Funds

Instructions: 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 proposals to efac@montana.edu by Monday, February 3rd, 2020 at 5:00pm.

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.