

**MONTANA STATE UNIVERSITY  
EQUIPMENT FEE ALLOCATION  
COMMITTEE PROPOSAL**  
Request for FY25 Funds

**Instructions:**

- Answer the following questions as specifically as possible. Submit proposal to the appropriate college Dean.
- Dean's office shall prioritize the college proposals.
- Dean's office submits a cover memo with a prioritized ranking of proposals and the EFAC form for each proposal to [efac@montana.edu](mailto:efac@montana.edu). Use a file naming convention for the proposals that corresponds to the college's prioritization, e.g., COAA\_EFAC\_01.
- Proposals are due by 5:00 p.m., Friday, March 8<sup>th</sup>, 2024.

<b>Requested by:</b>	Name of department or unit here	<b>Facility Location:</b>	Building and room # here
<b>Total Funds Requested:</b>	\$ X,XXX		

1. Briefly describe the proposed equipment purchase or upgrade along with justification for how it will benefit students and help MSU achieve its educational mission.
2. Provide a prioritized list of HARDWARE/EQUIPMENT and the estimated cost for each requested item.
3. List SOFTWARE requested and the estimated cost. Include upgrade costs and information regarding software licenses on an ongoing basis.
4. What MAINTENANCE funding is needed for hardware servicing?
5. Approximately how many students will use the requested equipment during each academic year. List the courses, number of sections per course, frequency of offering and anticipated enrollments.
6. Is the requested equipment replacing existing equipment? If so, please describe the age and condition of the existing equipment and need for replacement.
7. 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.
8. What alternative funding sources have been pursued to obtain the requested equipment? Identify the sources of matching funds and the amounts available.