# FACS Student Technology Fee Advisory Committee

# Request for Funding Form

***Form Instructions for the Department/Unit:***Complete the form for each project request. All items must meet student Technology Fee guidelines from USG: <https://www.usg.edu/business_procedures_manual/section24/manual/C2050#p24.3.1_mandatory_student_fees>

Submit this Form to the Associate Dean of Academic Programs, via [facsassocdeans@uga.edu](mailto:facsassocdeans@uga.edu) **by September 15** (or following Monday)for consideration at the October meeting of the FACS Student Technology Fee Advisory Committee (STF AC) or by **March 20** (or following Monday) for consideration at the April meeting of STF AC.

1. Project Name:

2. FACS Department/Unit:

3. Contact Information

Requester (Name & E-Mail):

Department/Unit Contact for Purchase/Implementation (Name & Email):

4. Description of request including reference to Building and Room number impacted.

5. Detail the costs of this request. Is this a one-time expense or on-going annual renewal?

6. Evidence of student need, number or percentage of students, details about major and courses served, specify undergraduate and/or graduate.

7. Describe instructional goals associated with this request.

8. Describe how this project will be accessible to students with disabilities and comply with USG Technology Fee guidelines.

9. Furnishings cannot be purchased with STF. However, describe how this project potentially changes facilities assigned use or furnishings needed from other funding sources.

|  |  |  |
| --- | --- | --- |
| Name, Signature and Date of Unit/Department Head, STF AC Representative, and Requesting Faculty Member: | | |
|  |  |  |
| Unit./Dept. Head: | |  |
|  |  |  |
| Name | Signature | Date |
|  |  |  |
| STF AC Representative: | |  |
|  |  |  |
| Name  Requester: | Signature | Date |
| Name | Signature | Date |

*Please attach any other supporting information regarding this request.*

**STF AC Priority #** \_\_\_\_\_\_\_\_\_\_

P:\Academic Affairs\StudentTechnology Fee\STF\_Project\_Request\_Form.docx