**UWM Educational Technology Projects – 2023-24:**

**Form A - Project Request Form**

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Project Title:

Unit Making Proposal:

Contact Person:

Office:

Email:

Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Project Description – provide a clear and complete narrative that describes the type of project and how it will be implemented.

***If necessary, attach additional pages for II thru X.***

II. How will this project improve student access to technology? (Include specific arguments/evidence on need, urgency, and extent of impact on student body)

III. Describe equipment items to be purchased and estimated costs.

IV. Describe Personnel duties:

V. Statement on how project meets needs of students with disabilities - include a written plan explaining how the technology will be made equally accessible to students with disabilities. For proposals for which this consideration may not be applicable, justify why the technology will not need to be made equally effective for students with disabilities.

VII. Provide a brief timetable that outlines the milestones of the project including, where appropriate, the time frames for ordering hardware and software, installing hardware and software, and a starting date for the delivery of service to students.

VIII. Maintenance/upgrades - include an estimate of the longevity of the project and its impact; identification of the unit assuming responsibility for maintaining oversight authority for the project; and the long-term financial implications and responsibility for the project's maintenance and upgrades.

IX. Statement of how the project will be assessed:

X. Expenditures:

|  |  |  |
| --- | --- | --- |
|  | Educational Technology Funds Requested | Matching Funds  (Identify source in narrative) |
| Equipment | $ | $ |
| S&E | $ | $ |
| Personnel salary  FTE = \_\_\_\_\_\_\_ | $ |  |
| Fringe benefits (40%) |  |  |
| Total salaries and benefits | $ | $ |
| Total | $ | $ |