

M State-RFP Equipment Application

Due to Marcia Goodyear by 12 Noon Friday, September 28, 2012

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Program/Discipline Requesting Equipment Dollars

Name of Person Submitting Request

Campus

Program Dean

1. Equipment/software or program specific software being requested:

- a. Description of Equipment/Software:

2. Cost of equipment requested (including freight, etc). Provide evidence of basis for cost projection. If you are requesting software, cost information should be obtained through Lisa Ziegler.
3. Identify course(s) where equipment/software will be used.
4. Based on this year, identify enrollment in the courses where equipment/software will be used.
5. Estimate amount of time equipment/software will be used throughout the year.
6. If you identified courses taught by other faculty and included their enrollment in your calculations, please have those individuals indicate that they too would be utilizing the equipment/software by signing below.

Signature of faculty

Signature of faculty

7. These dollars are being allocated to address areas of high need. Provide rationale why this request should be funded from these dollars.

8. Are you interested in partial funding if there are not enough remaining funds to consider full funding through this RFP? ☐ YES ☐ NO

Grants are for the amount of requested equipment only. Any remaining balance after approved equipment/software is purchased will be recaptured and awarded to other grant applicants.

9. Equipment dollars will not fund facility upgrades to accommodate the use of this equipment/software. Are facility upgrades required? ☐ YES ☐ NO

If so, provide evidence by signature of Campus Senior Dean or Academic Dean who is willing to fund these upgrades.

Signature of Dean (if needed)

Signature of Individual Submitting Application: _____

Date: _____