**New Technology Proposal Form**

All requests for new hardware, software, technology services, or programming assistance must go through the computing committee approval cycle. Approval and planning is needed to properly plan for both upfront and maintenance funding in addition to IT staff development and support efforts. Please be aware that building and renovation projects generally have a technology impact.

The Director of Information Technology is available to assist with this forms completion.

**Is this proposal in support of** :

* Academic
* Administrative
* Campus-wide

**Proposal Description**:

**Rationale**:

**Funding and Budget Information (if available)**:

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Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please submit information to the Director of IT. The Director will review and investigate the ability to support this project given the current infrastructure and IT staff. If additional preliminary projects or additional resources are required to initiate and support this proposal, these will also be submitted to the Technology Committees. Mid-year proposals requiring an IT Budget adjustment will be reviewed and approved by the VPAF and President after acceptance by the Campus-Wide Technology Steering Committee.