

Overview of Special Equipment Fund

Deadline: Early February

The Dean's office reserves a portion of flat rate tuition funds each year to cover equipment and instructional software and hardware needs for undergraduate courses. These funds are limited, however, so not all requests are able to be fulfilled. These requests will be evaluated and ranked by the IT office in conjunction with the Associate Dean for Undergraduate Education.

I. Eligible Requests

- New equipment for new experiments or courses
- Major upkeep to aging labs and equipment
- Instructional software and/or hardware needed for courses

II. Submitting Requests

The Associate Dean for Undergraduate Education sends an email solicitation to all department chairs in early December. Departments submit their requests through an itemized spreadsheet that details the course, the equipment request, the estimated total cost, and a justification for the expenditure. A sample form can be found on the web. Submissions will be reviewed by a committee, and departments are encouraged to provide a detailed request that explains why the equipment must be replaced, along with the rationale used to identify the particular equipment that would be purchased. Departments that submit more than one request are asked to prioritize them.

III. Funding Process

Funding decisions are made and communicated to the departments in early spring and funds are distributed directly to the departments at that time. Please note that all equipment funds must be spent before the end of the fiscal year.

IV. When Requests are not Funded

Departments will receive a notification if insufficient funds are available to honor their requests. Departments may resubmit in the future.