



2005-2006 ONE TIME DOLLAR PROJECT PROPOSAL

Submitted by: _____ Department: _____

Estimated Project Cost: \$ _____ As part of your cost estimate, please include ALL cost considerations (i.e., maintenance agreements, supplies, training, etc.) Please be aware that ongoing expenses may not be covered by One Time Dollar funding, and will then be a departmental responsibility.

This document can be completed on your computer using Adobe Acrobat Reader. It does not allow you to save any additions you make to it unless you have the full version of Adobe Acrobat. Therefore, you can either print the blank form and type the required information, or you can complete the form on your computer, then print it immediately. PLEASE REMEMBER, YOUR ENTRIES WILL NOT BE SAVED WITH THE DOCUMENT.

Project Description

Evaluation of each proposal will be made based on the degree of impact the project will have on the BAS Division, as well as the campus. Evaluation will also consider how each project will improve your department, partnerships with other departments, productivity, creativity, etc., as well as how feasible each recommendation will be to achieve. **Please be as specific as possible with details of your proposed project and its justification, and feel free to use additional attachments, if necessary, to complete the form.**

Project Justification

Deadline for submission of the completed form is 5:00 PM, Friday, February 24, 2006. The completed form may be submitted to any member of the OTD Team: Shawn Andrews, Walt Davis, Jim Duncan, Jeanne Henry, or Diana Trevino.