

Offices of Business Affairs and Institutional Effectiveness

**Resource Request Form**

Version III

January 29, 2024 for AY 2024-2025

Updated May 16, 2024

Directions: Please fill out this form to request financial resources above and beyond the department’s stated budget. This form was created so that institutional priorities and expenditures could be tracked for Institutional Effectiveness purposes. It is the responsibility of the department to create the goal and objective in Anthology (the online planning system) to track assessment and completion of all work associated with this request (if the goal and objective does not exist currently). Cabinet will review this request upon approval from the Associate Vice Chancellor of Business Affairs. Questions regarding funding may be directed to Audwin Donatto, Associate Vice Chancellor of Business Affairs at [adonatto@lsue.edu](mailto:adonatto@lsue.edu). Questions regarding this form may be directed to Dr. Paul Fowler, Director of Institutional Effectiveness and Accreditation at [pfowler@lsue.edu](mailto:pfowler@lsue.edu). The completed form should be submitted electronically to Audwin Donatto at [adonatto@lsue.edu](mailto:adonatto@lsue.edu).

1. Date:

Click here to enter a date.

1. Department and Name of Person Responsible:

Click here to enter text.

1. Relationship to institutional strategic goals (choose all that apply):

Goal 1 Ensure Access Goal 2 Student Success

Goal 3 Create Partnerships Goal 4 Continuous Improvement

1. Relationship to departmental goal:

an existing goal (which one?)

Click here to enter text.

a new goal (name of goal?)

Click here to enter text.

1. Relationship to a departmental objective

an existing objective (which one?)

Click here to enter text.

a new objective (name of objective?)

Click here to enter text.

1. What are you requesting?

Click here to enter text.

1. How and where are you going to use the request in number 6 (include location)?

Click here to enter text.

1. What is the expected outcome (include the benefit to students and the number of students involved)?

Click here to enter text.

1. How will you assess your expected outcome?

Click here to enter text.

1. Is the request for ongoing funding? If yes, state ongoing. If no, enter a target date for completion.

Click here to enter text.

1. Detailed items requested:

Personnel $Click here to enter text.

Travel $Click here to enter text.

Operating Services $Click here to enter text.

Supplies $Click here to enter text.

Professional Services $Click here to enter text.

Equipment $Click here to enter text.

Other $Click here to enter text.

Total $Click here to enter text.

Notes on Calculations:

Click here to enter text.