LAS Online Incentives Program

Online courses incur a $100 online course fees. The College of Letter's, Arts and Sciences and the individual department only retain a portion of this fee. These monies are used for online software licenses and technology support, specialized online teaching equipment and materials, to cover the cost of online course development, travel to conferences focusing on online pedagogy, and associated instructional costs of delivery All LAS tenure-track and instructor-track faculty members are eligible for these incentives.

Technology

Departments may cover the cost of specific kinds of technology purchases, not to exceed $3000, to ensure student and faculty access to online courses, by providing assistants with associated instructional costs of delivery.
The purchase must be tied to the teaching of an online course by the instructor requesting the funds.
All technology purchased with online funds is the property of the University and must be returned to the department upon termination.
Exceptions to the $3000 maximum or requests for equipment beyond basic hardware and software shall be considered on a case-by-case basis in consultation with department chair and the LAS Online Fee Committee, and require approval by the dean.
Faculty should consult with a staff member in the FRC or OIT to configure their system and obtain a quote before submitting this request.

Name: _____

Academic Title: _____

Department: _____

Is this a replacement of a University purchase?   YES   NO

Current technology information (type/manufacture, age, issues): _____
_____
_____
_____
_____
_____
_____

*Administrative Policy statement 4015 *Propriety of Expenses*: This policy outlines our fiscal roles as approvers and that we are to ensure the appropriateness of expenses using university funds. The guidance we have been provided by OIT is a replacement schedule of 4 – 5 years or at the time of a computer malfunction. We request if a computer is not at the 4 to 5 years mark, that the computer be taken to UCCS OIT for diagnostics. If the system needs replaced prior to the 4 – 5 year mark, then it may be replaced. Please provide information from OIT in your request.
Please reference the current College Computer & Software purchasing guidelines provided by the Office of Information Technology

Total Amount Requested: _____

Intended semester to be taught (Summer 2025): _____

Online Course (SING 1000): _____

Please list items to be purchased with cost breakdown and a rationale:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

This form must be routed through Adobe Sign.

Faculty Program Planning Specialist Signature: _____

Date: _____

Chair Signature: _____

Date: _____

LAS Dean Signature: _____

Date: _____

Once the request has been approved an email will be sent to you. The computer or other technology will need to be purchased using CU Marketplace. The individual you worked with from the FRC or OIT to configure your system needs to create a cart within CU Marketplace and then assign it to the LAS Manager of Finance and Operations (Sherry McDonnell) to make any changes, enter the speedtype info and finalize the purchase order. If you are making a purchase that requires you to use something besides CU Marketplace please work with your department program administrator or the LAS Finance team to make the purchase using a purchasing card or to reimburse you the cost.

Once the equipment is purchased, the department program administrator needs to add the recipient's date (name and job code) and equipment information (serial #, date of purchase, etc.) to the college-wide Excel Inventory spreadsheet. This is used to reconcile with departments every semester.

To be filled out by the Senior Faculty Program Planning Specialist

Speedtype to be used: _____