

FACULTY OF HISTORY

IT equipment grants: Application Form



The policy on the provision of IT support for postholders is as follows:

The entitlement for a postholder with college a tutorial fellowship is up to £1000 over a four-year period, recognising that this is sufficient to purchase a desktop and printer, but postholders are not restricted to these items.

ULNTFs with no college recourse for support have an entitlement to a “minimum kit”, which could consist of a desktop, printer and laptop or other IT equipment totalling no more than £2000, to be depreciated over four years.

CUFs who are in receipt of adequate college support are requested only to claim 50% of the Faculty’s postholder entitlement.

Other postholders are encouraged to seek additional funding from their colleges or other funding sources; such funding does not affect the entitlement, but may be used to supplement it.

The Faculty’s Administrator will check that the application is consistent with the entitlement of the postholder.

Please complete this application form and return to the IT Officer. You should consult with the Faculty IT Officer before completing this form.

Name of Applicant:

College / Address:

Post held:

Date of appointment:Telephone Number:

Section 1. Justification for purchase of the equipment and software:

(i) Names of the members of staff (academic, academic-related or administrative) who will be the main users of the equipment:

(ii) Please give details of any other faculty or College staff that may wish to use the equipment:

(iii) What will the equipment be used for? If you are requesting non-standard equipment or software please explain why this is required. If you are requesting replacement equipment, why is a replacement necessary?

(iv) Where will the equipment be kept?

Section 2. Equipment currently available to you

(i) What equipment do you currently have access to? Please indicate which items the Faculty purchased, and which your College and/or research grant purchased. Please indicate how long ago the equipment was purchased. You may wish to consult with the IT Officer who keeps a record of purchases.

Equipment	Purchased by	When purchased

Section 3. Funding the purchase

(i) Have

Hardware (PC, Printer, Scanner etc)	Price
Total	
Software	Price
Total	

Signed: _____ Name (in CAPS): _____

FOR OFFICE USE
 you requested support from your College for this purchase?

(ii) Have you sought funds from any other source for this purchase, eg research fund?

Section 4. Equipment and software required (this section should only be completed after discussion of your requirement with the Faculty IT Officer):

(i) Describe, with costings, the equipment you require

Equipment	Purchased by	When purchased
Hardware (PC, Printer, Scanner etc)	Price	
Total		
Software	Price	
Total		

SCB/SEH
13/01/09

Signed: _____ Name (in CAPS): _____
FOR OFFICE USE
 IT Officer Sign Date

Equipment	Purchased by	When purchased
Hardware (PC, Printer, Scanner etc)	Price	
Total		
Software	Price	

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Equipment	Purchased by