

**Los Medanos College
Program Improvement and Development Process
Proposal Form
2010-2011**

Project Title:

Priority:

(Provide department
priority (i.e., 1, 2, 3 etc),
if more than one
project is submitted)

Unit or Team:

Contact Person:

Manager's Signature:

Overview of Proposal (Must be typed with no less than 12 font and no more than 4 pages)

Scope of Project

What is the project that you are proposing to be pursued next fiscal year? Include the following in your response: (1) A description of the project as developed in your department/team's program review and planning document or annual update and how the project will support College Goals; (2) Any research data (qualitative or quantitative) that supports the need for this project to be pursued; and (3) A discussion of the desired outcomes of the project.

Budget

Provide a written commentary addressing your budgetary needs and how these expenditures will support the project and yield a successful outcome. Also indicate if the budget request is for one year, multiple years or ongoing.

[You must consult with the Director of Business Services to confirm accuracy of salaries and benefits and with the Technology Systems Manager for computer costs.]

In addition, provide a line item budget for each expenditure category below:

Line Item Budget

Staffing

(Types: classified, faculty, part or full-time, reassigned time, stipends,
Student [hourly wages only, do not include **permanent** Classified,
management or faculty wages])

Employee Benefits

[Faculty Hourly: 10.3%]

[Classified Hourly: 10.4%]

[Student Assistant: 2.0%]

Supplies

Consultants

Travel

Interprogram (Copies, postage, etc.)

Equipment

Total Budget Request

Funding Request:

[] One Year

[] Two Years

[] Ongoing