

**Request for Multimedia Development/Grant Supported Project**

(This request is to be made for media other than posters. You do not need to complete this form to have a poster printed. You must create your poster in the template provided by Academic Services and drop it off with the Multimedia Specialist. Posters will be printed for you but you are required to complete your layout and art work in the template).

Name \_\_\_\_\_ Date Submitted for Review \_\_\_\_\_

Project \_\_\_\_\_

Department \_\_\_\_\_

Principal Investigator (initials) \_\_\_\_\_

**I have had a consultation with a representative of Academic Services.**

(It is suggested that you schedule a preliminary meeting with the Director of Academic Services and/or Multimedia Specialist who will help you complete the Request Summary below. We will discuss the following: project feasibility, goals, outcomes and outcome measurement, sketch out the project and estimate a timeline).

Date \_\_\_\_\_ Requestor Initials \_\_\_\_\_ Director initials \_\_\_\_\_

This resource will be shared with faculty throughout SDM:  Yes  No

**Request Summary**

(Please indicate what you'd like to develop, how you will use it to and what you expect it to accomplish. You may attach your description.)

**Outcome Assessment**

(Please explain how you will determine whether this tool has been effective. You may attach your description.)