

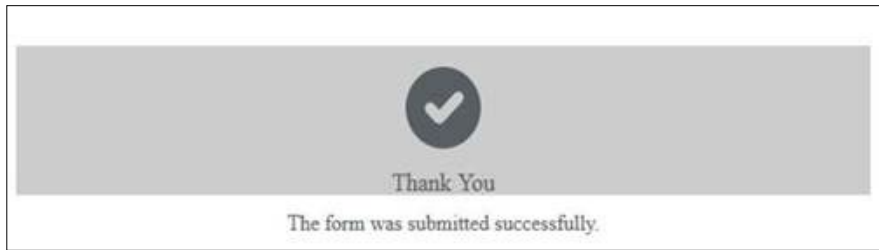
## Additional Guidance for Resource Requests

The 2024-25 Resource Requests form is now available for submissions of funding in FY2025-26. Resource Requests are due on **Friday, October 25 by 11:59 p.m.** Please note that no late submissions will be accepted.

Please make sure to read **all** of the instructions carefully.

### Resource Requests:

- Please include how each request aligns with our **Education Master Plan** and one, or more, or the following: Program Review Goals, Learning Outcomes (SLO, PLO, ILO), College/District Priorities.
- The Full-Time Faculty Positions section includes up to five full-time faculty position requests. There is no longer a place to upload attachments under this section. Please type or paste your justification into the Justification box. If you have any graphics or additional supporting documentation that cannot be included in the Justification area, please email those attachments to your dean. Only use the Facilities area to upload a facilities-related attachment.
- Please collaborate with your colleagues across departments and divisions to avoid duplicate submissions for the **same** position requests. Please have only one department request the position, even if it is a position shared between multiple departments.
- There is a section called Budget Augmentation. This section is for requests that do not fall under the definitions of either Instructional Equipment or Instructional Materials.
- Under the Instructional Equipment, Instructional Materials and Software section, please read the [Tips and Definitions](#) PDF before completing your instructional equipment, instructional materials, and software requests.
- Please be reminded that all new software must be approved by ITS. Please visit the [ITS Software Purchase Request and Form](#) that lists all the vetted tools for faculty and staff interested in purchasing software. **It is recommended that you complete this form when completing your Resource Requests form to avoid any delays in the approval process.**
- Need more time? Select Save and Resume Later. **Please note:** If you have uploaded a Microsoft Word or PDF document, it will not be saved if you select Save and Resume Later. You will need to upload your document right before submitting this form. Once you select Save and Resume Later you will have 30 days to return and finish filling out the form, after which time the data will be lost. This timer is reset every time you re-save the form. Once the form has been submitted, the Save and Resume Later link will no longer be active.
- Want to share your form with someone else? Select Save and Resume Later, email the link to yourself, then forward the link to the person with whom you want to share the form. **Please note:** you must follow this process each time you Save and Resume Later, as the link will change each time the form is edited. If you share the form with someone else, they will need to follow the same process to re-share the form with you. If you choose not to have the Save and Resume Later link emailed to you and the link is lost, it will **not** be possible to recover your form.
- If you filled all the required fields and select Submit, you should receive a thank you message in the browser (see screenshot below), followed by an email confirming your submission. If you are returned to the form instead of receiving a thank you message, look through the form for incomplete fields, which will be highlighted in **red**. **You must complete all required fields or the form will not be submitted.**



- **DO NOT CLOSE YOUR BROWSER UNTIL YOU HAVE RECEIVED CONFIRMATION THAT YOUR FORM HAS BEEN SUBMITTED.**

**CONTACTS:**

Questions about Faculty, Classified Staff, Student Assistants and Administrative Position requests should be directed to [Danni Redding Lapuz](#).

Questions about Instructional Equipment and Instructional Materials requests should be directed to [Robin Lee](#).

Questions about Budget Augmentation and Facilities requests should be directed to [Gerardo Ramirez](#).

Questions about using and submitting the form should be directed to [Val Tyler](#).