TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY
SUBMISSION CHECK LIST FOR VETTING ICT SUPPORT INTERVENTION LINE

APPROVAL-IN-PRINCIPLE (AIP)			
S/N	**SUBMISSION CHECKLIST FOR 2019/2020 (MERGED)**	**NOT OK**	**OK**
(i).	A letter of request duly signed by the Head of the Institution		
(ii).	Evidence of Constitution of Institution's ICT Development Committee [ICTDC] or ICT Board.		
(iii).	Submission of the ICT Policy [ICTP] document if not already submitted with the Fund.		
(iv).	Minutes of the meetings of ICTDC/ICT Board where projects to be executed are mentioned for the 2019/2020 ICT Support Intervention Line		
(v).	Adherence to 70% Application building, 15% Training & 15% PSE		
(vi).	Adherence to specifications contained in the TETFund provided E-Learning application development guideline.		
(vii)	Executive summary of the proposal by the institution		
(Viii)	Beneficiay Institutions are advised to host the E-Learning application with Galaxy Backbone PLC.		
(ix).	Proforma Invoices		