Student Technology Fee
Proposal Guidelines
Reviewed November 2014

I. Definition of "Technology"

Within the context of the Student Technology Fee (STF) and project proposals, the terms "technology" and "technological resources" are defined as follows:

1. Equipment resources used in support of the instructional process.

    For instance, microscopes or other equipment used in direct support of instruction would qualify.

2. Computer software that is used in support of the instructional process.

    For instance, a special computer program to provide visual models of demographic census information for an existing computer lab, or any software needed for the support of equipment that is proposed for purchase with the Student Technology Fee, would qualify.

3. Electronic information resources with direct applicability to the curriculum.

    For instance, full-text databases of selected journals, statistical abstracts, and networked information resources would qualify. The emphasis of the Student Technology Fee is to provide direct support to the academic programs.

4. Disallowed Items

    The following illustrates equipment and activities that generally would **not qualify** *for* STF funding:

    a. Software related to maintenance and/or serial payments

    b. Maintenance contracts on equipment or software

    c. Expendable supplies

    d. Equipment that will not be directly used by students and/or equipment or furnishings that are part of the typical classroom environment (such as lighting, portable and fixed media equipment, furniture etc.).

    For instance, lighting for a stage that will be operated by students as part of their educational experience would generally qualify, while equipment to improve the ambient lighting in a classroom would not qualify.

    Likewise, general-purpose classroom media equipment such as overhead projectors, computer projectors, etc. would generally not qualify, while special-purpose equipment integrated into the student experience would qualify.

II. Preparing and Submitting Proposals

1. The Vice Provost for Information Technology (VPIT) and the Student Technology Fee (STF) Committee Chair (i.e., the AS VP for Academic Affairs) are responsible for designing the detailed project review procedures for their areas.

2. All areas must use the proposal form developed by the STF Committee.

3. All proposals must be approved, submitted, and implemented by an organizational entity of the University or of the Associated Students (AS). Individuals or groups may submit proposals to the organizational entities or to the AS.

4. Once the college dean or organizational head has approved and prioritized the proposals, he/she should forward them directly to the STF Committee.

5. The STF objectives focus on the use of technology to enrich the students' academic experience. Therefore, proposals from non-academic areas must be co-sponsored by an academic unit (or academic support unit). The sponsoring unit must approve the academic relevance of the proposed project and provide project guidance.

6. The STF Committee implements measures to expand student participation by:

    a. encouraging departments to hold open meetings to solicit student participation in the identification of potential projects, and

    b. providing linkage between students and appropriate departments for the development of joint projects.

III. Proposal Review

The Student Technology Fee (STF) Committee:

1. Reviews all proposals that are complete per the instructions, properly approved for submission, and submitted by the deadline.

2. Consolidates, as appropriate, duplicated or very similar projects.

3. Posts all procedures on this website; and asks for and considers comments from the campus community and, in particular, from individuals on the Academic Technology Committee.

4. Conducts on-site reviews of all proposals with the primary proposal applicants.

5. Creates, based on thorough proposal reviews and the projected funding allocation, a prioritized list of projects recommended for funding.

IV. Proposal Modifications

1. Through discussions within the Student Technology Fee (STF) Committee or through discussions with proposal submitters, funding for a proposal may be modified, conditions

may be attached to the proposal, proposals may be combined, or other modifications may be made.

2. The STF Committee may also solicit proposals when necessary to fulfill the overall objectives of the Student Technology Fee or to address issues omitted by the individual project proposals.

V. Project Approval

1. The Student Technology Fee (STF) Committee submits the final list of recommended projects and any implementation considerations to the University President and the Associated Students President for review and consultation.

2. The University President makes the final decision concerning projects to be funded, and any implementation considerations.

VI. Technical and Cost Review

1. Once proposals have been approved by the Associated Students President and the University President, all approved projects undergo a formal technical review process to verify project configuration, project costs, and expected impacts on existing resources.

2. Academic Technology and User Services is responsible for coordinating the technical review and preparing the final budget. If issues arise during this review, the Vice Provost for Information Technology makes a final determination in consultation with the Student Technology Fee (STF) Committee chair.

3. Approved projects are reviewed to see if technical aspects of each project can be improved, to ensure that all costs have been identified, to identify additional funding sources, and to recognize any special conditions recommended by the STF Committee. This review includes coordinating with Purchasing and identifying possible combined procurements and/or other cost-reduction opportunities.

4. All applicants are reminded that this process often results in changes in the exact equipment to be acquired. It is likely that an award amount will change based on the technical and purchasing analyses. STF funds are spent based on the final costs identified by the technical and cost review, rather than on the original proposal.

VII. Fund Allocation

1. Once a project's technical review is complete and the final budget is approved, Purchasing may proceed with acquisition of items.

2. Funding is not directly provided to departments for purchases. All purchasing is done via the Office of the VPIT/CIO and savings are retained in the Student Technology Fee fund.

VIII. Project Expenditure Control

1. The heads of the organizational units are responsible for overseeing their respective projects to ensure that project expenditures are made in accordance with the project plans and any conditions identified by the University President.

2. Any project deficits are the responsibility of the area receiving the award.

IX. Project Management and Coordination

The Student Technology Fee Committee may require that major projects be managed and coordinated by a project team consisting of the various constituencies that will be involved in or affected by the project. The Vice Provost for Information Technology, in consultation with the organizational entity, appoints the project-management committee.

X. Types of Expenses Supported

1. The Student Technology Fee (STF) Committee gives priority to those projects supporting the academic experience of the University. As indicated in the mission, the Student Technology Fee's primary objective is to broaden/enhance the quality of the academic experience, provide additional student access to technology, and increase the integration of technology into the curriculum. The types of technology supported are listed in item I above, Definition of "Technology."

2. Because project funding is made on a year-to-year basis, the STF Committee is generally able to provide one-time funding only. Therefore, the requesting organization must be prepared to provide ongoing project support from its own funding sources.

3. If a project cannot be completed without the provision of ongoing funding, the requestor must clearly identify the level of ongoing funding required and address how the project will be affected if ongoing support is not provided. In these exceptional cases, the ongoing personnel and operating expenses associated with a project may be provided.

4. The STF Committee will consider one-time operating expenses and personnel expenses associated with project implementation, provided these expenses directly relate to the project objectives and meet the other criteria listed herein.

XI. Project Cost

The Student Technology Fee (STF) Committee attempts to use the funds in a manner that will meet the project objectives while serving as many students as possible. The STF Committee gives preference to projects between $5,000 and $100,000 that will accomplish the STF mission. Smaller projects (less than $5,000) are considered if they provide the benefits listed above.

XII. Number of Proposals per Organizational Entity

Each major organizational entity (college, major administrative unit, etc.) may submit a total of 15 proposals. These proposals must be prioritized, and the aggregate amount of the proposals cannot exceed $1 million.

XIII.   Multi-Departmental Proposals

Multi-departmental and other collaborative proposals are encouraged. If a proposal will involve two or more organizational entities (e.g., departments or colleges), the project sheet must be signed by all department chairs and deans that would be affected by the proposed

project. In addition, each college may require that the proposal go through its own review process.

XIV. Multi-Segment Proposals

Student Technology Fee proposals should address a single topic or activity if the separate topic or activity exceeds $5,000.

XV. Course Fees

If the equipment requested will be used by any courses for which equipment-related course fees are collected, the total project funding requested from the Student Technology Fee must reflect the amount collected from these course fees. The Academic Budget Office will work with the project applicant to determine the appropriate contribution from these funds.

XVI. Security

All equipment acquired by the Student Technology Fee must be adequately secured. Project applicants should include adequate funding for the appropriate security mechanisms. Please contact ATUS Computer Maintenance Services for assistance.