

“FY2005 Student Technology Fee Call for Proposals”

** IMPORTANT – PLEASE DISTRIBUTE TO ALL INTERESTED PARTIES **

STAGE 1 PROPOSAL DUE TO UCCS: No later than **January 19, 2004**
STAGE 1 PROPOSAL DUE TO Facilities: No later than **January 19, 2004**
STAGE 2 PROPOSALS DUE: **March 3, 2004 – bulk submittal by Deans/VPs (unit-ranked)**

A Student Technology Fee proposal is submitted in two stages – the “Stage 1” proposal process requires submittal of **two** forms that are used to assess the proposal’s impact on Georgia State University’s facilities and networking infrastructures. The “Stage 2” proposal is the **final** plan and incorporates findings from the Stage 1 review. **All** Stage 2 proposals from a unit and the corresponding rankings are to be bulk submitted by Deans and VPs. All submittal forms are available at <http://www.gsu.edu/techfee> and are also attached to this memo.

PROPOSAL SUBMITTAL FORMS for the FY2005 Tech Fee process:

1. STAGE 1 PROPOSAL – CBSAC_Planning and Facilities.doc
REQUIRED; DUE NO LATER THAN 01/19/2004 to kbauer@gsu.edu
2. STAGE 1 PROPOSAL – UCCS.doc
REQUIRED; DUE NO LATER THAN 01/19/2004 to bparaska@gsu.edu
3. STAGE 2 FINAL PROPOSAL.doc
REQUIRED; DUE 03/03/2004 in **unit’s bulk submittal** to techfee@gsu.edu
4. PROPOSAL RANKINGS.xls
REQUIRED; DUE 03/03/2004 in **unit’s bulk submittal**; groups and ranks all proposals

Stage1 Proposals are REQUIRED and must be submitted **no later than** January 19, 2004 to two departments – see #1 and #2 referenced above. These departments will assess the networking, security and facilities needs of the proposal. The resulting assessments and cost estimates are for incorporation into the Stage 2 Proposal. Stage 1 Proposals received on January 19, 2004 will be returned to the submitter no later than February 23, 2004. All **Stage 2 Proposals** (see #3 referenced above) from a college or VP area are due in a bulk submittal to techfee@gsu.edu by close of business on March 3, 2004. The bulk submittal also includes the unit’s ranking of all submitted proposals (see #4 referenced above).

These dates reflect the tightest scheduling that the reviewing organizations can manage, yet also maintain the integrity of the Stage 1 Proposal process by keeping separation between the return of the reviewed Stage 1 Proposals and the submittal of the Stage 2 Proposals. The FY2004 Student Technology Fee subcommittee found the Stage 1 Proposals to be very effective and most helpful to the subcommittee’s deliberations. All proposal writers are strongly encouraged to submit Stage 1 Proposals as early as possible.

NOTE THAT UNIT HEADS MAY ESTABLISH EARLIER DUE DATES FOR STAGE 1 AND STAGE 2 PROPOSALS TO ACCOMMODATE ANY INTERNAL REVIEW PROCESSES; PLEASE CHECK WITH YOUR UNIT FOR SPECIFICS.

Marty Fraser, Chair of the Technology Fee subcommittee, has provided the attached summary of recommendations (FY 2004 Recommendations.doc) from last year’s subcommittee.

If there are any questions about the FY2005 Technology Fee proposal process, please feel free to contact me (mjcasto@gsu.edu; 1-3470) or Amy Bruni (abruni@gsu.edu; 3-9746).

If anyone needs assistance in discussing or developing a proposal, please feel free to contact Carolyn Gard, Director of University Educational Technology Services (cgard@gsu.edu; 3-9174). She can also assist in facilitating collaborative proposal development across multiple departments or colleges.