The Senate Committee for Information Systems & Technology has reviewed and modified the attached solicitation for proposals for the FY 2003 Technology Fee. They have asked that I distribute this to you and that you subsequently forward it to all department heads or other interested parties for full distribution throughout the University.

To simplify the review process, we are requesting that proposals be submitted in the attached machine-readable form. We would appreciate having each dean, vice president or functional unit head's office collect these proposals and forward them as separate Word documents collectively attached to an email for your college, school or unit. Note that these are to be forwarded as e-mail attachments to techfee@gsu.edu on or before Monday March 4, 2002. Once the proposals have been processed and published to the Technology Fee website (http://www.gsu.edu/techfee), the Technology Fee subcommittee will begin the review process.

We would appreciate your grouping the proposals into three major groups:

Group 1: Extremely important or urgent to the mission of the college/unit
Group 2: Moderately important or urgent to the mission of the college/unit
Group 3: Projects worthy of funding, if funds are available after addressing groups 1 and 2.

Within each group, please rank the proposals in decreasing order of your preference for funding.

Should anyone need 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.

To expedite distribution, I have taken the liberty of copying others in your unit who were involved in Technology Fee processing this past year. Thank you for distributing this as soon as possible.

Reid

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