FY 2006 Student Technology Fee Call for Proposals

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

STAGE 1 PROPOSAL DUE TO Facilities: No later than January 12, 2005
STAGE 1 PROPOSAL DUE TO IS&T: No later than January 12, 2005
STAGE 2 FINAL PROPOSALS DUE: March 3, 2005 – 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 Final 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 FY 2006 Tech Fee process:

1. STAGE 1 PROPOSAL – CBSAC_Planning and Facilities.doc
   REQUIRED; DUE NO LATER THAN January 12, 2005 to kbauer@gsu.edu

2. STAGE 1 PROPOSAL – IST.doc
   REQUIRED; DUE NO LATER THAN January 12, 2005 to techfee@gsu.edu

3. STAGE 2 FINAL PROPOSAL.doc
   REQUIRED; DUE March 3, 2005 in unit’s bulk submittal to techfee@gsu.edu

4. PROPOSAL RANKINGS.xls
   REQUIRED; DUE March 3, 2005 in unit’s bulk submittal; groups and ranks all proposals

Stage 1 Proposals are REQUIRED and must be submitted no later than January 12, 2005 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 Final Proposal. Stage 1 Proposals will be returned to the submitter on February 17, 2005. All Stage 2 Final 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, 2005. 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 Final Proposals. The FY 2005 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.

Dr. Marty Fraser, Chair of the Student Technology Fee Subcommittee, has provided the attached summary of recommendations (FY 2005 Recommendations.doc) from last year’s subcommittee.

Please note that incomplete proposals or variations from the requested format could adversely affect the consideration of your proposal.

If there are any questions about the FY 2006 Technology Fee proposal process, please feel free to contact me (jlalbert@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 Karen Oates, Interim Director of University Educational Technology Services (koates@gsu.edu; 1-4545). She can also assist in facilitating collaborative proposal development across multiple departments or colleges.