

FY 2008 Student Technology Fee Call for Proposals

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

**STAGE 1 PROPOSAL DUE TO
Facilities** No later than January 12, 2007

STAGE 1 PROPOSAL DUE TO IS&T No later than January 12, 2007

STAGE 2 FINAL PROPOSALS DUE March 9, 2007– 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>.

PROPOSAL SUBMITTAL FORMS for the FY 2008 Tech Fee process:

1. STAGE 1 PROPOSAL – [CBSAC Planning and Facilities.doc](#)

REQUIRED; DUE NO LATER THAN January 12, 2007 to chrish@gsu.edu

2. STAGE 1 PROPOSAL – [IST.doc](#)

REQUIRED; DUE NO LATER THAN January 12, 2007 to techfee@gsu.edu

3. [STAGE 2 FINAL PROPOSAL.doc](#)

REQUIRED; DUE March 9, 2007 in **unit’s bulk submittal** to techfee@gsu.edu

4. [PROPOSAL RANKINGS.xls](#)

REQUIRED; DUE March 9, 2007 in **unit’s bulk submittal**; groups and ranks all proposals

Stage 1 Proposals are **REQUIRED** and must be submitted **no later than** January 12, 2007 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 23, 2007. 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 9, 2007. 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 2008 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.

The Board of Regents has published guidelines for use of student technology funds; those guidelines can be found by clicking [here](#). These guidelines should be used as a reference for composing compliant proposals.

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 Student Technology Fee proposal process, please feel free to contact JL Albert, Georgia State University CIO, (jalbert@gsu.edu; 1-3470) or Eboni Walker, TechFee Coordinator, (techfee@gsu.edu; 3-4840).

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.

Reports are presented in Adobe Acrobat PDF format. If you are not able to view these files, you may need to download [Adobe Acrobat PDF reader](#).