

Student Technology Fee Tech Initiatives Proposal Guidelines

Reviewed September 2022

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 example, 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 example, the following would qualify:

- *A special computer program to provide visual models of demographic census information for an existing computer lab.*
- *Software needed for the support of equipment that is proposed for purchase with the Student Technology Fee.*

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

For example, full-text databases of selected journals, statistical abstracts and networked information resources would qualify. Again, the Student Technology Fee emphasizes direct support to the academic programs.

4. Disallowed Items – The following items generally **do not qualify** for STF Tech Initiatives funding:

- a. Computer lab upgrades.
(Existing computer labs are upgraded on a rolling schedule with a separate STF allocation.)
- b. Software related to maintenance and/or serial payments.
- c. Maintenance contracts on equipment or software.
- d. Expendable supplies.

- e. Equipment that will not be used directly by students (such as lighting, etc.).

For example, 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.

- f. Non-computer equipment or furnishings that are part of the typical classroom environment (such as portable and fixed media equipment, furniture, chairs, etc.).

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

II. Types of Expenses Supported

1. The Student Technology Fee (STF) Tech Initiatives Committee gives priority to proposals supporting the academic experience of the University. As stated in the mission, the STF's purpose 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 section I above, Definition of "Technology."
2. Because project funding is available on a year-to-year basis, the STF Tech Initiatives Committee generally can 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 proposed project cannot be completed without ongoing funding from the Fee, the requestor must clearly identify the level of ongoing funding required and address how the project would be affected if ongoing support were not provided. In these exceptional cases, the ongoing personnel and operating expenses associated with an approved project may be provided.
4. The STF Tech Initiatives 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 in section I above.

III. Preparing and Submitting Proposals

1. All areas must use the abstract form and proposal form developed by the Student Technology Fee (STF) Tech Initiatives Committee.
2. Because the STF objectives focus on the use of technology to enrich the students' academic experience, 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.

3. The STF Tech Initiatives Committee encourages measures to expand student participation, such as:
 - a. Department-sponsored open meetings to solicit student participation in the identification of potential projects.
 - b. Linkage between students and appropriate departments for the development of joint projects.
4. Proposals must be approved for submission to the STF Tech Initiatives Committee 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.
5. The college dean/organizational head and the designated AS representative must review and prioritize proposals submitted by employees and students, respectively. Then, they forward the proposals to the STF Tech Initiatives Committee.

IV. Proposal Review

1. The Vice Provost for Information Technology/CIO and the Associated Students Senate President serve as co-chairs of the Student Technology Fee (STF) Tech Initiatives Committee. They are responsible for designing the detailed project review procedures for their areas.
2. The STF Tech Initiatives Committee:
 - a. Reviews all proposals that are complete per the instructions, properly approved for submission, and submitted by the deadline.
 - b. Posts all proposals on the STF website; and asks for and considers comments from the campus community, including the Academic Technology Committee.
 - c. Conducts on-site reviews of proposals, as deemed necessary, with the primary proposal applicants.
 - d. Promotes the use of the funds in a manner that will meet the project objectives while serving as many students as possible.
 - e. Creates, based on thorough proposal reviews and the projected funding allocation, a prioritized list of projects recommended for funding.

V. Proposal Modifications

1. Through discussions within the Student Technology Fee (STF) Tech Initiatives Committee or through discussions with proposal applicants, proposal modifications may be made. For example, funding may be modified, conditions may be attached, and proposals for very similar proposals may be combined or consolidated.
2. The STF Tech Initiatives Committee may solicit proposals when necessary to fulfill the overall objectives of the Fee or to address issues omitted by the individual project proposals.

VI. Project Approval

1. The Student Technology Fee (STF) Tech Initiatives Committee submits the final list of recommended projects and any implementation considerations to the Associated Students Executive Board and the University President for review and consultation.
2. The University President makes the final decision concerning projects to be funded, and any implementation considerations.

VII. Project Notification

1. Proposal applicants receive timely email notification of the final status of their proposals, whether project funding is approved or denied.
2. The Student Technology Fee website is updated in a timely manner with a list of the approved projects.

VIII. Technical and Cost Review

1. Once proposals have been approved by the Associated Students Senate and the University President, the approved projects undergo a formal technical review process to verify project configuration, project costs and expected impacts on existing resources.
2. Academic Technology & User Services (ATUS) is responsible for coordinating the technical review and preparing the final budget. If issues arise during review, the Student Technology Fee (STF) Tech Initiatives Committee co-chairs consult and make a final decision.
3. Approved projects are reviewed to see if technical aspects of each project can be improved. This is done to ensure that all costs have been identified, to identify additional funding sources, and to recognize any special conditions recommended by

the STF Tech Initiatives Committee. This review includes coordinating with Purchasing and identifying possible combined procurements and/or other cost-reduction opportunities.

4. This process often results in changes to 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.

IX. Fund Allocation

1. Once a project's technical review is complete and the final budget is approved, items may be purchased.
2. Funding is not provided directly to departments for purchases. All purchasing is done via the Office of the VPIT/CIO, and savings are retained in the appropriate Student Technology Fee annual fund.

X. Project Expenditure Control

1. Heads of organizational units are responsible for overseeing their respective projects to ensure that project expenditures are made according to project plans and any conditions identified by the University President.
2. Project deficits are the responsibility of the area receiving the award.

XI. Project Management and Coordination

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

XII. 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 proposal must be approved 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.

XIII. Multi-Segment Proposals

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

XIV. Course Fees

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

XV. Security

All equipment acquired by the Student Technology Fee must be adequately secured. Proposal applicants should include adequate funding for appropriate security mechanisms. Academic Technology & User Services (ATUS) can provide information about necessary equipment and costs.