Student Technology Fee Grant Request Form

Applicant Information

Technology purchased with STF funds must adhere to GC purchasing guidelines. Please work with Interim Director of Technology Support Services, Sonny McKenzie, to obtain your technology quote and approval. The applicant will be responsible for any equipment or software for the duration of the project. Submissions are evaluated based on the Proposal Rubric and USG Technology Fee guidelines. Please review these documents to ensure your submission provides information for each category.

Contact Information:

Name Title FName LName

Email Address

Campus Box

Department/Unit

Dept./Unit Head Name Title FName LName

Dep./Unit Head Email

Other Participants: Are any other faculty/staff/students included in this proposal?

☐ Yes ☐ No

If you answered Yes, provide the name(s), affiliation(s) and role(s) of the other participant(s), in the box below.

Name	Affiliation	Role
Name	Affiliation	Role
Name	Affiliation	Role
Name	Affiliation	Role
Name	Affiliation	Role

Grant Request Information

Grant Title:

Technology Area (check one):

☐	Instructional - instructional use of enterprise applications (e.g., mycats), technology enhanced classrooms, web enabled resources and other instructional uses of technology.
☐	Student - any proposal submitted by a student group.

Does this project qualify for funding from Student Tech Fees according to the USG Technology Fee Guidelines.

☐ Yes ☐ No

Grant Description: Provide a brief description of the proposed project.

Project Impact

Student Impact: What impact will this request have on students? Specifically, address:

(1) how your project will assist students in meeting the educational objectives of their academic program

(2) how your project aligns with the mission and strategic goals of GC

(3) Give some indication how many students will be affected and at what level in their academic career.

(4) Provide your plan to disseminate the research results.

Evaluation:
Clearly describe your evaluation methods and measures of success.

Implementation:
Describe your implementation plan. Include a timeframe for implementation. Address the life of the project, i.e., is it an ongoing, long-term or short-term project. Any costs beyond the proposal semester are the responsibility of the applicant. If your project is ongoing, please indicate how you will secure funds for the life of the project.

Funding

Itemized Budget: Provide a detailed budget for your project. Please only include the items for which you are requesting funding. Each budgeted item should be clearly described and its need should be explained in your proposal description.

Item No.	Item Description	Total Cost
Item 1	Item 1	
Item 2	Item 2	
Item 3	Item 3	
Item 4	Item 4	
Item 5	Item 5	
Item 6	Item 6	
Total cost:		$ 0.00

(right click on the total cost line & update field for autosum)

NOTE: All funds awarded must be spent according to this budget on the project defined in this application. If you do not spend the balance of your award, any remaining funds will be returned to the Technology Fee budget. You may request to use remaining funds for the project by sending written justification to the committee chair at STF. Any remaining funds must be spent within two weeks of the spending deadline for the project.

Funding: Describe any outside funding or resources obtained for this project. In particular, provide information about contributions from university departments or units. Be sure to include existing resources (servers, staff, etc.) that will be required to implement your project successfully.

Support

Evidence/Support: Provide support/evidence for the success of the project. e.g., Has such a project been implemented successfully in other departments/ universities?

Additional Materials: Please attach any supplementary material and submit with your grant request.

Approval: Before you submit this form, you must obtain approval from the Interim Director of Technology Support Services, Sonny McKenzie and your department/unit head.

☐ Yes ☐ No	I have obtained approval from the TSS.
☐ Yes ☐ No	I have obtained approval from my department/unit head.

To submit your grant proposal, please save this file with your lastname _grant title and email to stf@gcsu.edu by the published deadline. Late submissions are not permitted. Once received, users will receive a confirmation notification.

Technology Fee Proposal Rubric

CATEGORY	3 - exemplary	2 - accomplished	1 – need more information	Total Score
Description	Project's description is clearly stated, does not include acronyms and does not require evaluator to make assumptions.	Project's description is stated, does not include acronyms and requires evaluator to make some assumptions.	Project's description is not specific and requires evaluator to make numerous assumptions.	
Student Impact	Proposal clearly and explicitly identifies user groups affected. Proposal provides detailed impact on user groups. Proposal provides evidence for potential student impact. Proposal impact is consistent with project goals. Proposal explicitly states projected use. Proposal does not require evaluator to make assumptions.	Proposal identifies user groups affected. Proposal describes impact on user groups. Proposal states number of students impacted. Proposal impact is consistent with project goals. Proposal implies projected use. Proposal requires evaluator to make some assumptions.	Proposal does not: dentify user groups. Proposal does not describe impact on user groups. Proposal does not indicate number of students impacted. Proposal impact is not consistent with project goals. Proposal does not state projected use. Proposal requires evaluator to make some assumptions.	___ X 2
Impact on Instruction	Benefit of assisting students in meeting the education of objectives of their academic programs is clearly stated.	Benefit of assisting students in meeting the education of objectives of their academic programs is implied.	Benefit of students to assist them in meeting the education objectives of their academic programs is not stated or implied.	____
Mission	Proposal identifies alignment with mission.		Proposal does not identify alignment with mission.	____
Implementation Plan	Proposal explicitly describes a sound implementation plan. Life of project is well defined and is not ongoing or proposer clearly assumes responsibility for costs beyond proposal year.	Proposal explicitly describes a sound implementation plan. Life of project is not well defined and is not ongoing or proposer clearly assumes responsibility for costs beyond	Implementation plan is implied but not explicit. Responsibility for ongoing costs is not clearly established. Purchasing time frame is consistent	____

Technology Fees (University System of Georgia Business Procedures Manual)

Technology fees are charged by all institutions. Financial accounting for technology fees is addressed in BPM Section 2.9. There are two basic principles governing use of student technology fees:

1. Student technology fees should be used to supplement normal levels of technology spending. Institutions should be able to provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.
2. The focus of student technology fees should be on technology related to either academic outcomes or instructional objectives. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology. Technology fee revenues should be used for the primary benefit of students by:

- Directing expenses to assist students in meeting educational objectives of their academic programs;
- Ensuring that there are sufficient campus software licenses, so that students have easy access to technological tools needed in their chosen disciplines;
- Ensuring that computer labs used by students are adequately equipped and have sufficient network bandwidth and appropriate internet access;
- Providing training for students in the use of computing and networking resources, when needed. Generally, faculty and staff training should be paid for from general operating funds, but faculty and staff may avail themselves of student training sessions if space permits.
- Leveraging with other funds to yield greater resources for students; (Technology fee revenues may be combined with another fund source(s) to make purchases that will enhance technological resources provided to students).
- Providing new staffing only when it will clearly add documented value for students. **Under no circumstances may technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should technology fees be used to fund general computing and networking positions that have a significant administrative or research support component.**

Generally, technology fees should not be used to acquire general supplies or software or hardware products for faculty use. General operating funds should be used for these purposes, unless there is a demonstrated and direct value to students which would justify use of technology fees.

Also, technology fees should not be used to purchase technological resources that will be used for administration purposes. System hardware, software, and other related costs that do not have a direct impact on academic outcomes and/or instructional objectives should be paid from general operating funds.

Source: https://www.usg.edu/business_procedures_manual/section24/C2050/ **September 10, 2020**