6. Student Technology Fee Proposal and Award Process
Student Technology Fee

The Student Technology Fee (Tech Fee) proposal and award process is conducted in three phases: the proposal submission, granting of awards, and post award spending and reports. Details of these phases are outlined below. If you have questions regarding the Tech Fee proposal process, contact us at techfee@gsu.edu.

Proposal Submission

All proposals must be submitted online via the web-based tool. All proposals should be completed in their entirety as incomplete proposals may prohibit committees from making award decisions. Some proposed initiatives may require collaboration with Facilities or Information Systems and Technology’s (IS&T) staff to ensure that projects are in compliance with the university’s facilities and technology guidelines. Any recommendations, standards, and costs for services should be used in the development of your proposal and its budget justification. For assistance in determining Facilities and IS&T related costs, contact us at techfee@gsu.edu.

- **Step 1:** Complete the entire proposal form and budget justifications utilizing the web-based tool by the deadline.
- **Step 2:** Contact techfee@gsu.edu in order to obtain a proposal review by Facilities and IS&T.

Granting Awards

During the award-granting phase, colleges and administrative units evaluate all of their proposals and their accompanying rankings. This effort is led by the Unit Coordinator role. An award recommendation is determined and submitted to ISAT. ISAT reviews all award recommendations and makes a final award granting recommendation to the Fiscal Advisory Council to the President (FACP) on behalf of all colleges and administrative offices.

For a list of Unit Coordinators for the current fiscal year, visit our Contact Us page.

- **Step 3:** Unit Coordinators lead colleges and administrative offices in evaluating all proposals for their
given unit and documenting an award recommendation to ISAT.

**Step 4:** ISAT reviews all award recommendations and makes a final award recommendation to the FACP.

**Step 5:** FACP approves or declines approval of final award recommendations from the Tech Fee Subcommittee.

### Post Award

#### Spending

Spending is one of the most lucrative stages in the tech fee process; the benefit being the educational enhancements our students receive from the implementation of technology throughout the university.

Once you have been notified that your proposal has been funded, it is imperative that you follow all spending guidelines, as outlined in your award letter, prior to the spending deadline. Award letters are sent late spring; however, budgets are not available for spending until the start of the fiscal year, July 1. The deadline to spend funds is December 31st.

**Step 6:** Implement your project(s) using the funds awarded by the January spending deadline.

#### Project Status Report

Project status reports are a requirement of the post award stage. Status reports allow university executives as well as auditors, governing associations and other university constituents the opportunity to see what progress was made with technology fees. As an educational institution, we are proud of our successes; this is an opportunity to share that success. Status reports are due each year the last Friday in July. For a full list of deadlines, view our Deadlines page.

**Step 7:** Submit your project status reports to techfee@gsu.edu by March 1.

### Proposal Log In

[Log in to the Proposal Web Tool]

[Read our proposal guidelines]

### Upcoming Deadlines

*View the full list of deadlines*

- **December 20, 2013**
  
  **Unit Coordinators:** FY2015 Unit Committees Formed.

- **December 31, 2013**
FY 2014 Award Recipients: FY 2014 Expenses must be encumbered by this date. Extensions require approval of the Chair of the ISAT Committee, Dr. Steve Harmon, swharmon@gsu.edu.

- January 6, 2014

IS&T Budget Office: All remaining 2013 funds are swept.

More on Tech Fee

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