

STUDENT TECHNOLOGY FEE

Proposal Guidelines

Submit proposals to

techfee@jjay.cuny.edu or to Yvette Fibleuil, Room 1310N by **APRIL 25, 2007**

Do you have a proposed project that you would like to submit to the Student Technology Fee Program? Before you begin you will need to have a good idea about what you want to propose.

CUNY's Guiding Principles:

- 1) The Technology Fee casts the students as consumers of technology provided by the college; expenditures of that revenue should be on resources and projects having a perceptible effect and demonstrable impact on students.
- 2) Technology expenditures are most needed and most likely to be felt by students in academic uses of technology. Faculty development, the purchase of software/personal computers, increased access to computer laboratories, etc, should have priority.
- 3) Requiring staffing, support, maintenance and upgrades, technology is never a short term or one-shot investment, and so any investment in technology should be the result of strategic planning, done with an eye to sustainability and scalability.

What Can Be Requested

The Student Technology Fee funds must be used to improve technological services for students. The Technology Fee can fund items such as **computers** and other related **hardware (servers, printers, scanners, storage devices, network infrastructure, etc)**. The Technology Fee also funds **software, online services and the staff necessary to make these available**. Funds can be used to provide innovations in curricular related activities in which students will have direct access to emerging technologies.

Criteria for applying the guiding principles to create an effective Student Technology Fee Proposal:

1. **An effective proposal should ensure a higher level of utilization of technology.**
Your proposal should indicate the rationale for the project by showing how this technology will benefit students in better understanding the discipline and become better prepared for their careers.
2. **An effective proposal should have clear goals and objectives.**
What should students be able to do with the technology? What should faculty be able to do? How integral will the use of this technology be in the life of the institution?
3. **An effective proposal should concentrate on responsibility.**
Who will be responsible for the overall coordination and direction of the project? What structure for leadership or support is in place or needs to be in place to ensure the successful completion and maintenance of the project?
4. **An effective proposal should try to reach the majority of students and faculty, if possible.**
Your proposal should seek the widest possible distribution of use and benefits.
5. **An effective proposal should be clear and complete about the costs involved.**
What equipment, software, services or staff is needed? What is the estimated cost of each item? Are these one time costs or recurring each year?
6. **An effective proposal should give adequate attention to support issues.**
What support will there be in the planned proposal use of technology to ensure that help is available, delivery is consistent and glitches are minimized?

If you feel that your proposed project meets these requirements, please use the attached form to complete your proposal.

PLEASE NOTE: STUDENT TECHNOLOGY FEE FUNDS ARE LIMITED, AND NOT ALL PROPOSALS CAN BE FUNDED. THE COMMITTEE HAS BEEN CHARGED WITH THE TASK OF REVIEWING AND APPROVING ALL PROPOSALS. SUBMITTED PROPOSALS WILL BE PRIORITIZED ACCORDING TO THE ABOVE GUIDELINES, AND AVAILABLE FUNDS WILL BE ALLOCATED ACCORDINGLY.

Student Technology Fee Proposal

Department	
Primary Contact Name:	
Primary Contact Number:	
Project Lead Contact Name:	
Project Lead Contact Number:	
Project Title:	
Date:	
To:	Technology Fee Committee

Overview and Rationale for Request:

(Describe project and purpose. Be prepared to present proposal to Student Technology Fee Committee)

Access:

(Describe who will be using or have access to the resources being proposed)

Location:

*(Describe or list the proposed area or room for improvement. ***Please Note:** A site visit by the committee maybe required. If structural modifications are required, indicate the source of funding.)*

Benefits:

(Discuss how students and the college community will benefit from this proposed project)

Timing:

(Document the estimated time frame it would take to complete proposed project)

(Please indicate when you expected to have this project in place)

Maintenance:

(Document in detail how the equipment will be cared for after it's in place)

Supervision

(Explain who would oversee the day to day operation of equipment)

You must complete the Estimated Costs Sheet on the following page.

