Georgia Institute of Technology
Technology Fee Funding
Proposal Request Process

Explanation of Fee: The Technology Fee is a mandatory student fee charged to each student who is enrolled in credit bearing courses at Georgia Tech, regardless of the number of credit hours taken. See the Bursar and Treasury Services website for the current fee level. The fee is intended to support and enhance the technology available for the education of Georgia Tech students, as stated in the Board of Regents' *Business Procedures Manual (See Appendix)*:

> The focus of student technology fees should be on technology related to either **academic outcomes** or **instructional objectives**.

Funding Process: The funding process for technology fee allocations starts around the first of the calendar year when the Provost solicits proposals for Technology Fee requests for the upcoming fiscal year (See Tech Fee calendar). There are two types of proposals that may be submitted; proposals for Atlanta Campus unit needs and proposals for Non-Atlanta Campus unit needs. Units submitting proposals should have an internal process that prioritizes needs, is inclusive when identifying potential needs, and incorporates student input wherever possible. The Technology Fee Advisory Committees (see next section) review all proposals and provides funding recommendations to the Provost. On behalf of the Provost, the Office of Institute Budget Planning and Administration (IBPA) and the Institute Finance Support Team (IFST) provide staff support to the Committee during the proposal review process, process budget amendments to distribute funding, and monitors Technology Fee spending. Besides the technology fee proposal process, there is a baseline amount of technology fee funding allocated to OIT and each College to support technology infrastructure and maintenance. The baseline amount to the Colleges is based on enrollment and teaching workload.

Atlanta Campus Technology Fee Advisory Committee: The Provost annually makes appointments so the Committee has the following composition of members:

- *Seven* faculty members, including one designated as Chair
- *Seven* students, three graduate and four undergraduate students, including one designated as Co-Chair
- A representative of the Office of Information Technology (ex-officio, non-voting member)
- A representative of the Library and Information Center (ex-officio, non-voting member).
- The guidelines for selection of the Advisory Committee members follow:
    - The seven faculty members shall be from each College (Business, Computing, Design, Engineering, Liberal Arts, Lifetime Learning and Sciences);
    - The presidents of the Student Government Association provide recommendations of student members;

- Each member generally serves a two-year term, with the terms being staggered and a replacement added if a member does not serve his/her entire term.

The Committee is an advisory body tasked with making recommendations to the Provost regarding the allocation of the Technology Fee Funds. The process is as follows:

1. Each Committee member individually reviews and rates all proposals.

2. The Committee then develops a consensus on the proposal rankings/priorities and prepares recommendations to the Provost as to how the funds should be awarded

3. Using input from the Committee and consultation as necessary with the Office of the President and Executive Leadership, the Provost then determines the final allocations to the campus units.

4. The Provost and Executive Leadership allocates technology fee funds to meet high-priority Institute technology needs in support of academic outcomes and instructional objectives. The first phase of allocations includes proposals consistent with Institute priorities, as stated in Georgia Tech's Strategic Vision and Plan, and typically those having the highest ratings among Committee members.

5. Once the total Technology Fee revenue for the year is known, there may be additional allocations approved by the Provost based on Institute priorities and recommendations from the Committee.

Non-Atlanta Campus Technology Fee Advisory Committee: The Provost and Executive Leadership currently allocate Non-Atlanta Technology Fee funding with consideration given to proposal review/prioritization of Non-Atlanta Campus proposals by assigned individuals (typically three staff).

The Technology Fee funding cycle calendar for FY 27 is as follows:

October – January	Proposal solicitation period
January	Atlanta/Non-Atlanta campus proposals due to budget office
February – March	Tech Fee Allocation Advisory Committee (TFAAC) Members conduct independent review and meetings of proposals.
May	Recommendations submitted to Provost
June – July	Allocations communicated to recipients

Application Form: A standardized form is provided for the submission of proposals. The form requires written description of the need and justification for the funding and includes information on the number of anticipated students impacted by the proposal. Supporting documents should include price justification, and the narrative should explain how the proposal aligns with Georgia Tech's Strategic Vision and Plan. The form also includes space to provide a priority of each proposal at the department level and at the college level. These rankings are considered in the evaluation of proposals conducted by the Committee. Proposals should be submitted via email to techfees@business.gatech.edu by the

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deadline stated on Institute Budget website.

Proposal Review by Office of Information Technology: After the initial recommendations are identified and prior to the allocation of funds, the Office of Information Technology (OIT) reviews the awards for volume purchasing opportunities and the utilization of existing site licenses for software. OIT negotiates with the vendors for additional discounts. This process may yield additional savings (discounts), which are then available for the funding of additional initiatives.

Charges to Technology Fee Fund: Purchases are to be charged to fund code 16000 only after the official notification of funding allocations. All funding must be committed through expenditures or encumbrances by the end of the fiscal year for which the funding is awarded.

Allowable Costs: The appendix to this document contains the Board of Regents' *Business Procedures Manual* "Section 24.3.1 Mandatory Student Fees" spending guidelines for these funds. The policy highlights the guiding principle related to the use:

> *Student technology fees should be used to support and 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.*

All units are eligible to receive Technology Fee allocations, as long as their   proposed projects meet the "authorized usage" guidelines in the appendix. In addition to technology enhancements to further academic and instructional objectives, technology fee funds can be awarded to support the normal academic and instructional operations of campus (such as licenses, annual contracts, etc.) that meet the "authorized usage" requirements. In keeping with the spirit and intention of the BOR policy, possible uses of these funds may include, but are not limited to:

- Expenses related to the delivery of instruction or curriculum requirements;
- Equipment and networking for instruction or student-used labs;
- Educational software purchases or licenses;
- Classroom technology maintenance;
- Infrastructure for network capacity or internet access needed for instruction;
- Research technology, but only to the extent it is directly linked to student learning;
- Training for students in the use of computing and networking resources;
- Other technology expenses directly related to instructional delivery or student-learning/academic outcomes and objectives.

Unallowable Costs: Drawing upon the BOR policy, technology fees should NOT be used to fund:

- Faculty and staff technology training;
- Existing positions that would otherwise be cut from an operation budget;

- General computing, networking positions, and technological resources that have a significant administrative or research support component;
- General supplies or software or hardware products for faculty use, unless there is a demonstrated and direct value to students;
- System hardware, software, and other related costs that do not have a direct impact on academic outcomes and/or instructional objectives.

It is the policy of Georgia Institute of Technology that personal services are not allowed on technology fees.

Reports on Technology Fee Project Results: Departments receiving Technology Fee Funds will be required to complete and provide evaluation reports on the impact and progress of the technology investments (format and instructions to be provided). The reports will be complied by the staff of IBPA and IFST and submitted to the Provost office upon completion.

Appendix to Technology Fee Funding Process and Guidelines

Source: *Board of Regents **Business Procedures Manual**, Section 24.3.1*

Authorized Usage

There are two basic principles governing use of student technology fees:

Student technology fees should be used to support and 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.

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 can technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should 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 student instructional objectives should be paid from general operating funds.