**Technology Fee Project Timelines & Funding Availability**

In developing the timeline for your project, please note the following information regarding when you can expect to receive funding if your project is approved.

Once funding decisions have been made, towards the end of the Spring semester, project managers will receive a memo detailing project management and budget information. Funds are available within a few days of that memo being sent. Once the money has been transferred, and the funds are appropriately categorized, purchases can be made.

**ITS Tech Fee Proposal Review Requirement**

ITS reviews all Technology Fee proposals to ensure that technology standards and other considerations are addressed. Your proposal must be reviewed by ITS **prior** to being submitted for funding consideration. Proposals that are submitted without ITS review will not be considered.

To request ITS review the technology needs related to your project, you will need to submit a ‘[Technology Fee ITS Review JIRA Ticket](https://jira.uwf.edu/servicedesk/customer/portal/38/create/298)’. Tech Fee Proposal JIRA tickets can be submitted from the ‘Service Desks’ app in MyUWF (Search for ‘Technology Fee’). Once ITS has concluded its review/consultation, you will be notified via email. The JIRA Ticket # must be included as part of your proposal indicating ITS review has been completed.

**Important considerations to help minimize delays in implementing a funded project**

* Local Support Providers (LSP)
  + You are encouraged to inform your LSP, if applicable, of any project proposals you are considering. These are the people that may be called upon to help implement your project. Making them aware in advance would be appreciated.
* Procurement Procedures
  + Procurement policies and procedures must still be adhered to for all purchases. Depending on the scope of your project, you may want to consult with them in advance (even before submitting your project) so you can avoid any potential delays once you receive funding.
* Environmental Health and Safety Awareness
  + Environmental concerns should also be considered. Fire codes, ventilation, and other factors may need to be reviewed for those projects that involve renovations or other changes to existing spaces. Consulting with Environmental Health and Safety could help you avoid potential problems or delays with your project.

**Summary of Steps for Submitting a Technology Fee Project proposal**

* Draft your proposal using the required template.
* Submit a ‘Technology Fee ITS Review JIRA Ticket’ requesting ITS review your proposal; This review should be completed before submitting the proposal.
* Include the JIRA Ticket ID# in your proposal to indicate you have completed the ITS review process.
* Finalize your proposal (including all required signatures).
* Email your finalized proposal to the Office of the Provost ([bwhitney@uwf.edu](mailto:bwhitney@uwf.edu)) by the deadline.

**Division of Academic Affairs**

**Technology Fee – Systemic Project Proposal**

**2024**

*Proposal Deadline: Friday, February 23, 2024 @ 5:00 pm*

***Project Proposal Type***

***Systemic Project***

*Projects proposed by operational units of the university (e.g., colleges, academic departments, Library, etc.) for instructional technology enhancements of unit-wide or university-wide scope.*

*All Systemic Project proposals must be acknowledged (signed) by the operational unit head and (e.g. Dean, Chair, Director, etc.). Proposals from units within a College should also include acknowledgment by the Dean.*

***Project Title***

*<Title>*

***Total Amount of Funding Requested (****limited to no more than $40,000****)***

*<Amount Requested>*

***Primary Project Coordinator***

*<Primary Coordinator>*

***Unit Head Acknowledgment***

*Unit Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*

***Dean Acknowledgment (if applicable)***

*Unit Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*

**Division of Academic Affairs**

**Systemic Project Proposal Template**

**2024**

**Systemic** proposals must provide the following information.

*Include additional supporting documents as needed.*

1. **Description of initiative/investment to enhance instructional technology.**
2. **Description of how initiative has a college/unit-wide or university–wide scope.**
3. **Description of project alignment with the UWF Strategic Plan.**
4. **Description of benefits provided.**
5. **Description of how success/impact will be measured.**
6. **Detailed description of resources required including hardware and software requirements and personnel costs (faculty compensation is not an allowed cost).** (Please provide quotes and detailed information when possible)
7. **All Tech Fee Proposals must be reviewed by ITS prior to submission. Please provide your JIRA Ticket # here.**
8. **Please note the location(s) (Building, Room #) where the project work will take place.**
9. **Proposed timeline.**
10. **Plan for sustainability beyond conclusion of funding from technology fee, if applicable.**
11. **Resource matching commitments from other organizations/sources (identify organization and amounts), if applicable.**
12. **Individual responsible for reporting and accountability, along with contact information.**