

Nicholls State University  
Student Technology Fee – Grant Proposal for 2010-2011

Guide sheet to utilizing the Technology Fee and explanation of scoring

***Fee Definition and Authority***

The Technology Fee (Tech Fee) is governed by Act no. 1450 of the regular session and is under supervision by each institution in higher education. This fee is considered a supplement to current funds allocated by the University and by grants. In June of 1997, the Nicholls State University Student Government Association voted unanimous approval for the assessment of a technology fee of \$5.00 per credit hour, up to a maximum of \$60.00 per semester, effective in the Fall 1997 semester. In a memorandum dated July 19, 1999, Mr. Bobby Jindal clarified fee expenditure guidelines that went into effect September 1, 1999. All technology fee requests must follow these guidelines.

***Committee Makeup***

Complying with guidelines issued by Mr. Jindal on July 19, 1999, the Student Technology Fee Committee is composed of 9 students and 8 faculty/staff members giving the students a majority. Student makeup is composed of the SGA President (or designee) and Vice President, 1 student from each college, for a total of 5, and 2 students at large appointed by the SGA President. The faculty/staff makeup is composed of 1 faculty member from each college, for a total of 5, 1 from the library, 1 from Student Affairs, and 1 from Student Life. The ex-officio members that do not have voting privileges include: Associate Provost, Director of Academic Computing, Director of Computer Services, and the Director of Instructional Technology.

***Scoring of proposals***

Points are given for each section and represent a weighted average. Sections with higher point totals indicate sections that are given greater consideration. Proposals are scored on a cumulative basis and are ranked by the total cumulative score. Those proposals ranking highest have the highest chance of being undertaken. The overall constraint is the amount of budget available for projects. In the event of a tie and only one project can be undertaken, the Tech Fee committee will determine who shall get funded.

***Procedure for Funding***

As per Mr. Jindal's guidelines, Nicholls State University has instituted a Student Technology Fee Plan. Line items inserted into the fee plan are composed of proposals from university colleges, departments, and the students.

The committee is first required to pass an overall budget that outlines the major categories of expenditures. In lieu of a Technical Review Committee, Academic Computing serves in this capacity and ranks the technical merit of each proposal and determines whether it fits into the overall plan for technology at Nicholls State University. If a proposal fits the description of technology, Academic Computing determines whether it is technically sound and whether human resources are available to implement and maintain all current production.

After the technical review is complete, the proposals are then submitted to the Student Technology Fee proposal sub-committee for consideration. The sub-committee scoring process usually takes place during March. The subcommittee makes their recommendations to the full committee where a vote is held to decide which proposals will get funded and for

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what amount. Upon approval by the committee, the proposal is inserted as a line item into the Student Technology Fee Plan. Normally in April, after the vote, the chairperson of the proposal will receive a letter stating the outcome of the proposal. Minutes of these meetings are kept, which detail the discussion and debates on specific items and of the budget.

***Presentation***

The selection committee may request the applicant to give a 5-minute presentation to further explain their proposal. You will be contacted by with Ms. Edith Kirkland if you need to schedule a time for the presentation.

***Routing Sheet***

Applicants must fill out a routing sheet that has the following signatures:

- The department head
- The dean of the college

***Proposal Package***

The completed proposal request should be turned into the Administrative Assistant for Academic Computing, Mrs. Edith Kirkland, in 127 Ellender Library, by **2:00 PM on Friday, February 5, 2010**. The completed request should be submitted in Microsoft Word format on a disk, CD-ROM, or emailed to [edith.kirkland@nicholls.edu](mailto:edith.kirkland@nicholls.edu). Additional paperwork should be included to document any quotes and/or sources of prices generated while working on the proposal, especially for specialty items.

***Rewarding of Winning Proposals***

The money to purchase items awarded is from the current fiscal year's budget; all attempts will be made to purchase prior to June 30 purchasing deadline. However, projects funded should not anticipate delivery or completion prior to the start of the fall semester. Academic Computing will set up a priority and distribution schedule. Completing all projects prior to the beginning of the Fall semester is impossible, as this does not give the staff of Academic Computing the necessary time to order, set-up, and test the equipment along with other time sensitive jobs already scheduled during that time. If these items are needed in a sensitive timeframe, please discuss with Academic Computing before the end of the Spring semester to determine if it would be possible to be added to the schedule.

***Inventory of Awarded Items***

Items purchased for funded proposals will become the responsibility of the department or college of the proposal. These items will be transferred to their inventory and any repairs after the end of the warranty period will be the responsibility of the department or college. However, these items funded with Student Technology Fees must continue to adhere to the State's Technology Fee guidelines, as they must be accessible for student use and must not be placed in faculty or staff offices.

**PLEASE FILL OUT THE REMAINDER AND RETURN TO ACADEMIC COMPUTING. DO NOT SUBMIT THIS PAGE OR THE ABOVE PAGE.**

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**Section 1 – Requestor(s) Information**

Date of Request:

Name(s):

Telephone:

Department:

Contact Person(s):

**Section 2 – Background Information on the Request**

1. What is the purpose of the request? **(15 Points)**

2. Is this for accreditation purposes?

*If yes, please submit documentation from accreditation team with statement of technology requirements and accreditation timetable.* **(5 Points)**

3. Which students and how many will be affected by the request fulfillment (Classes, majors, colleges, etc.)? **(15 Points)**

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4. Have any attempts been made to fund **this project** from a grant or from private sector sources as a joint effort - do not include previous Technology Fee Proposals.

If YES, please list the date attempted, title of grant as specified to the controller's office, funding agency, status, amount requested, and if funding for this grant is a university match? See examples below. **(5 points)**

Date	Title	Funding Agency	Status	Requested	Match
1-2-08	Enhancement to classroom technology	Board of Regents	Pending	\$5,000	Yes
1-2-07	Enhancement to classroom technology	LEQSF	Denied	\$5,000	No

Date	Title	Funding Agency	Status	Requested	Match

5. How will equipment be maintained? (Provide in writing some commitment from the University for non-computer equipment) **(No points required question)**

6. Has a network infrastructure impact been assessed (Did you show the proposal to the Network Administrator)? Can the proposal work within the current network configuration? **(Required Answer – No Points)**

Yes       No

7. Will there be any remodeling/demolition of existing facilities to fulfill this request? (If YES, please briefly elaborate) **(Required Answer – No Points)**

Yes       No

8. Plan for the disposition of the replaced equipment. List equipment including model numbers. **(Required Answer – No Points)**

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**Section 3 – Budget Information**

Equipment	Cost
Total	

Software	Cost
Total	

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Supplies	Cost
Total	

Installation	Cost
Total	

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Personnel Training	Cost
Total	

Indirect Costs (Maintenance/Shipping and Handling)	Cost
Total	

<b>Grand Total</b>	
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