Student Technology Fee (STF) Process

Overview
Franklin College departments have three opportunities to apply for Student Technology Fee (STF) funds:

1. STF Base Allocations
2. Learning Technologies Grants
3. STF One-Time Funding

Franklin OIT is responsible for collecting and submitting funding requests on behalf of the Franklin College Dean's Office.

This document defines the three STF funding sources, processes and deadlines for submitting funding requests, and deadlines for spending.

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STF Guidelines

The University of Georgia adheres to the USG Student Technology Fee Expenditure guidelines.

Instructional use with direct student benefit is the guiding principle of student technology fee allocation and investment.

STF Dates and Deadlines

The following table outlines the timeline for submitting requests/project proposals, when departments are typically notified about approved requests/projects, and deadlines by which to complete approved purchases.

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STF Base Allocation Information

Franklin College receives a base allocation annually to address software, hardware, and student support needs in our instructional computer labs and technology-enhanced classrooms. Allocation amounts are posted to the EITS Student Technology Fee homepage.

STF Base Allocation Funding Priorities

The college priorities for STF funds are as follows:

1. The 4-year replacement cycle for instructional computer lab and classroom computers
2. Lifecycle management for technology-enhanced classrooms
3. Software licensing for instructional lab and classroom computers
4. Peripherals and some discipline-specific needs for instructional computer labs
5. Personnel to support computer labs, classrooms, and instructional technologies

Requesting STF Base Allocation Funds

Department heads or their delegates are responsible for submitting and prioritizing STF base allocation requests in the Franklin College Requests and Commitments System by April 1. A memo to remind department heads to update the queue is sent out in March.
**STF Base Allocation Funding Approval**

Franklin OIT typically notifies departments by August 1 once funding is transferred and available for departments to spend.

- **Allocated** - funding was allocated to a departmental account for purchase by the department's business manager
- **OIT Commitment** - the request has been selected, but it will be purchased at the college level as part of a consolidated order
- **Not Selected** - the request has not been approved and will not be funded

The deadline for purchasing is April 1. Balances are reallocated to fund additional STF requests after the deadline.

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**Learning Technologies Grants (LTG) Information**

The purpose of the Learning Technologies Grants (LTG) program is to enhance teaching and learning at the University of Georgia through the innovative use of technology. This program supports exploration and evaluation of new teaching methods. It is administered by the Center for Teaching and Learning with guidance from the **LTG Advisory Committee**.

**LTG Funding Priorities**

Priorities vary from year-to-year, but the criteria is **posted online under the "Requirements and Restrictions" section**.

**Requesting LTG Allocation Funds**

LTG proposals require the Dean's signature. Franklin OIT is responsible for collecting proposals from departments and presenting them to the Dean's Office for consideration. The Dean's Office will review and rank approved proposals, and Franklin OIT will submit approved proposals with the Dean's signature to the STF Advisory Committee by the deadline.

Department heads or their delegates are responsible for submitting and prioritizing LTG requests in the **Franklin College Requests and Commitments System** by April 1. A memo to remind department heads to update the queue is sent out in March.

**LTG Funding Approval**

Franklin OIT typically notifies departments by August 1 once funding is transferred and available for departments to spend.

The deadline for purchasing is April 1. Balances are reallocated to fund additional STF requests after the deadline.

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**STF One-Time Funding Information**

The STF One-Time Funding is in addition to any support that a college or unit may receive as a part of its STF base allocation and must be of an instructional nature. The number of awards vary from year-to-year based on the level of available funding. It is administered by the Vice President for Information Technology's Office with guidance from the STF Advisory Committee.

**STF One-Time Funding Priorities**

Priority is given to projects meeting the following criteria:

- Promise broad-based impact among a diverse set of students
- Model collaboration among colleges and units
- Propose important innovations in the area of student learning

The minimum project amount is $2,500.

**Requesting STF One-Time Funding Allocation Funds**

The STF Advisory Committee requires proposals to be submitted via the Dean's Office. Franklin OIT is responsible for collecting proposals from departments and presenting them to the Dean's Office for consideration. The Dean's Office will review and rank proposals, and Franklin OIT will submit approved proposals to the STF Advisory Committee by the deadline.

Department heads or their delegates are responsible for submitting and prioritizing STF One-Time Funding requests in the **Franklin College Requests and Commitments System** by October 1. A memo to remind department heads to update the queue is sent out in September.

**STF One-Time Funding Timeline**

Franklin OIT typically notifies departments by February 1 once funding is transferred and available for departments to spend.

The deadline for purchasing is April 1. Balances are reallocated to fund additional STF requests after the deadline.
Related articles

- Entering and Prioritizing Requests in the Requests and Commitments System
- Equipment Request and Allocation Process
- Student Technology Fee (STF) Process
- Primary Computer Lifecycle Management Process
- Computer Equipment Software or Services (CESS) Process

External Resources