COS Technology Fee Checklist

The college has a few additional criteria for Technology Fee proposals and submissions to help with successful submission and implementation.

Check https://itr.ucf.edu/techfee.asp for the latest information about technology fees, including access to the application system, deadlines, workshops and guidelines.

1. Talk with your department chair/director about your tech fee idea

• Discuss informal preliminary approval of idea at any time throughout the academic year

• Determine department account number for request forms

2. Request a preliminary ideation consultation with your UCF IT Business Relationship Manager (BRM) immediately after your informal discussion

• Discuss idea and who needs to be involved

• Determine next steps

3. Learn more about the technology fee proposal process

• Attend a tech fee workshop

• Talk with your BRM at any time for clarifications or questions

4. Submit requests and acquire quotes

• Notify COS of the project you would like to submit (include any applicable building and room number) and we will work with you to submit proposal preparation/walk-through requests with OIR, UCF IT Telecom, Facilities Planning & Construction, and others, as needed, by the walkthrough deadline.

• For projects not requiring renovation or infrastructure, the department should obtain necessary quotes for submitting with the proposal.

5. Email a draft proposal to department chair/director, COS Reviewer and BRM for review

• Discuss with reviewers, if needed, any changes or recommendations from the review

• Request or acquire new quotes, as needed

6. Submit final proposal to COS contacts or IT&R Web application by COS final deadline

• COS will submit multimedia room proposals, but individuals and departments will submit any other proposals (equipment, software, collections, infrastructure, etc.)

• Enter Michael Johnson as the college-level reviewer

7. Expect a COS final review and ranking to be completed by Dean Johnson.

Deadlines

• Classroom proposal preparation/walk-through: **May 6, 2019**

• Final proposal submission to COS: **September 6, 2019**

• IT&R Technology Fee: **September 23, 2019**

Contacts

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