Student Technology Fee

Web Based Proposal and Award System

Logging In to the Tech Fee System:

- Web Address: https://webdb.gsu.edu/techfee/proposalform/
- Your log in credentials are your Campus ID and Password.
- Click the “Log In” button to enter the system.
- Your Campus ID and Password can be found by using GSU’s Profile Manager: https://profilemanager.gsu.edu
- You may also use Profile Manager to re-set your password or users can contact the GSU Help Center (404-413-HELP).

Image 1: Log In Screen
System Administrator Navigation:

- **Main Menu** – The main menu navigation is located in the top right hand corner of the screen. The options are: Rank, Proposals, Administrator, Log Out. The availability of these options depends on the current screen being viewed.
- **Main Dashboard View** – When the administrator logs into the system, the dashboard view, as seen in Image 2, is the first screen. The table shown is a complete list of all proposals entered for the most recent fiscal year. You may sort this list (College, Title, etc.) by simply clicking on any of the title headers.

**Image 2: Administrator Main Menu**

- **College** – This is the primary submitting organization for the named proposal.
- **Number** – This number combination is automatically populated by the system as proposals are entered. Clicking this number takes you to the full proposal.
- **Name** – This is the primary contact person for the proposal.
- **Title** – This is the title of the proposal as entered by the person who submitted the proposal. Clicking the title takes the administrator to the award page.
- **Awarded** – This value is populated after the award sessions by the system administrator.
• **Code** – The “code” field is an open text field that is manually populated by the administrator into the table. All other fields are automatically populated when the end user enters their proposal information. Once the code has been entered, use the “update table” button to save all changes (Image 2).
  
  o The code is determined as follows:
    
    1) The order in which units will be evaluated during award sessions. This order is determined by the Tech Fee Sub-Committee during the organizational meeting.
    
    2) The order in which proposals are ranked by the Dean and/or Vice President.

• **Rank** – The Administrator’s ranking page is the dashboard view of all colleges and administrative units’s proposal rankings as entered by Deans and Vice Presidents (Image 3).
  
  o This is the order in which a unit’s proposals are evaluated during award sessions.
  
  o You can expand and view rankings in detail by clicking the college or administrative unit’s name (Image 4).
• **Admin**
  - Once on the ranking page, the Admin link on the main menu takes you to the main page with a complete list of the most recently entered proposals. See Image 1.

• **Proposals**
  - The proposals link in the main menu takes the admin to any proposals he/she personally entered into the system. It is unlikely that the system administrator will be entering proposals.

• **Logout**
  - Use the Log Out link in the main menu to leave the system and safely close your session.
Awarding Proposals:

Each proposal has its own award page in the system. You may access the award page from the System Administrator view by clicking on the title of the proposal.

- **IT Review Number** – Also known as the IT Procurement Review number (ITPR). This number is mandatory for all university technology purchases. All Tech Fee awards are pre-approved but still require an ITPR number to complete the purchasing process. This number is manually generated by the system administrator each year (i.e. 2010-TF2210). It is created as follows:
  - **Upcoming Fiscal Year** (These are always the first 4 digits.)
  - **Dash** (The “-” character always follows the fiscal year.)
  - **TF** (Acronym for Tech Fee. Immediately following the dash, this acronym is static in its place each year.)
  - **CODE** (The last 3 to 4 digits are the code. See the admin page or the “Administrator Navigation” section of this document to determine the code.)

- **Awarded** – The System Administrator indicates whether a proposal received funding using this drop down box.

- **Contact Person** – There is space for the primary and secondary contact person on the award page. A secondary contact is not mandatory. This information is automatically populated onto the award page from the proposal.

- **Dean/VP** – This field is not automatically populated and must be filled in by the System Administrator.

- **Object of Expense** – The object of expense is entered from the proposals budget justification. From the proposal, the system administrator can determine how much budget was allocated for equipment, supplies, and/or staff salaries and fringe benefits.

- **Total Funded** – This figure is the total of the figures entered into the “Object of Expense” fields. As a check and balance, the “Total Funded” should match the overall total funded based on the award session.

- **Award Text** – In this section, the administrator types the percentage of the award granted and any special award stipulations. For example, an award may be granted at 100% but the sub-committee may have removed one or more items from the approved budget. Bulk cost adjustments are also to be listed in this space. It is important that all special award stipulations are entered here.

- **Update Award Notes** – This function updates and saves the award letter data.

- **Click to Send E-mail** – Once this function is selected an e-mail is sent with an accompanying award memorandum. The System Administrator should receive a copy of this e-mail. If the copy is not received, it is most likely that no one received the award notification.

Image 5a: Award Form
Image 5b: Award Form Submit
End User Navigation:

• **Entering Proposals**
  o There are 4 mandatory content areas when entering Stage I and State II proposals: Contact Information, Stage I IS&T Form, Stage I CBSAC Form, and Stage II Proposal Form.
  o You must enter and complete the Contact information section before access to the Stage I forms are accessible. A primary contact person is mandatory. This is the person who is entering the proposal under their campus ID. The primary contact will receive all formal communications related to the process including award memos and deadline notifications.
  o Once you enter the contact information into the form you have the option to finalize or edit the data by clicking the submit button. If the information has been entered correctly, click the submit button for the second time.

• **Editing Proposals**
  o You may use the save button to save your progress to continue at a later time.

• **Submitting Proposals**
  o You must click the “submit” button in order to complete the Stage I proposal submission. You should receive a confirmation message after using this function.

  Image _: Proposal Form

• **Ranking Proposals/Final Submission**
  o Stage II proposals are not officially submitted until they have been ranked by the Dean or Vice President of a particular unit.
  o Initiatives are grouped and then ranked as instructions in the system outline. At this stage, the ranking entry for any proposal that is no longer on the table for funding consideration should be left blank.
  o **Save** - Users can work on the ranking sheet and choose to save their work and return to it later.
  o **Update Table** – ALL entries and changes to entries during work on the ranking sheet should be saved using the update table button. Otherwise, your data will be lost.
  o **Submit** - Finally, during Stage II, all proposals for a particular college or unit are submitted collectively by clicking the submit button on the ranking form.
Image _: Ranking Form – Final Submit

PROPOSALS
### Tech Fee Proposals

<table>
<thead>
<tr>
<th>College</th>
<th>Number</th>
<th>Title</th>
<th>Name</th>
<th>CODE</th>
<th>Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robinson College of Business</td>
<td>10447</td>
<td>Ethics Simulations, Ethics and Corporate Social Responsibility</td>
<td>Oliver Stevne</td>
<td>2.12</td>
<td>YES</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>10407</td>
<td>Day Recording Initiative</td>
<td>Barlow Mark</td>
<td>2.31</td>
<td>YES</td>
</tr>
<tr>
<td>College of Education</td>
<td>10407</td>
<td>Teacher Reflective and Inquiry Practice through Digital Media (TRP)</td>
<td>Wurmey Mollan</td>
<td>2.210</td>
<td>YES</td>
</tr>
<tr>
<td>College of Education</td>
<td>10406</td>
<td>Science and Technology Education through Problematic (STEP)</td>
<td>Wurmey Mollan</td>
<td>2.21</td>
<td>YES</td>
</tr>
<tr>
<td>College of Education</td>
<td>10405</td>
<td>Teaching Understanding of Urban</td>
<td>Allen Peggy</td>
<td>2.20</td>
<td>YES</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>10405</td>
<td>AllStar Image Database Subscription Renewal</td>
<td>England Ann</td>
<td>1.31</td>
<td>YES</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>10411</td>
<td>Sociology Computer Lab Replacement</td>
<td>Cambridge</td>
<td>2.011</td>
<td>YES</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>10412</td>
<td>MCL International and Internship Mobile Technology</td>
<td>Early Patrick</td>
<td>2.20</td>
<td>ND</td>
</tr>
<tr>
<td>Robinson College of Business</td>
<td>10413</td>
<td>Joint Proposal for PCCR Career Management Center and University Career Services</td>
<td>Ackman Jason</td>
<td>2.15</td>
<td>YES</td>
</tr>
<tr>
<td>ISST - RESI</td>
<td>10415</td>
<td>Brookhaven Lab &amp; Classroom Upgrade</td>
<td>Leonard Jane</td>
<td>1.56</td>
<td>YES</td>
</tr>
<tr>
<td>ISST - RESI</td>
<td>10417</td>
<td>Alabama - Student Assistants - Continued Support</td>
<td>Leonard Jane</td>
<td>1.50</td>
<td>YES</td>
</tr>
</tbody>
</table>