

**Georgia State University  
College of Arts and Sciences  
Student Technology Fee  
FY22 PROPOSAL PROCESS TIMELINE**

In advance of the submission of a Tech Fee proposal to the university in late fall/early spring, the College of Arts and Sciences requires units to submit a pre-proposal summary in early fall (see attached form). **Units should not submit formal proposals to the university without first submitting the pre-proposal form and receiving feedback/clearance from the Dean's Office.** College deadlines related to the pre-proposal process and college Tech Fee committee review are highlighted in blue below. Additional information about the Tech Fee process is available at <https://solutions.technology.gsu.edu/>.

Tech Fee Cycle Dates	Applies To	Event
Tues, Oct 6, 2020	FY2022 Award Applicants	Call for pre-proposal summaries sent to college faculty and department contacts
Fri, Oct 30, 2020	FY2022 Award Applicants	Final ranked pre-proposal submitted by chair/director to college at <a href="mailto:astechsupport@gsu.edu">astechsupport@gsu.edu</a>
Late Oct – Early Nov, 2020	FY2022 Unit Coordinators	Dean's Office review of proposal summaries
Oct – Nov, 2020	FY2022 Award Applicants and Coordinators	College representatives available to meet to discuss proposal plans
Mon, Nov 2, 2020 - Fri, Dec 18, 2020	FY2022 Unit Coordinators	FY2022 Unit Committees Formed (College will solicit for participants from undergraduate and graduate student organizations and chairs/directors)
Mid Nov, 2020	FY2022 Award Applicants	Proposal feedback/clearance sent to applicants (units should not submit university proposals until they have received this notification)
Mon, Nov 2, 2020	FY2022 Award Applicants	University Proposal Tool Opened for Entries
Fri, Feb 5, 2021	FY2022 Award Applicants	Proposal Tool Closed for Entries
Mon, Feb 8, 2021 - Fri, Feb 12, 2021	Unit Coordinators	FY2022 Proposal Data Cleanup
Mon, Feb 15, 2021 - Fri, Mar 5, 2021	FY2022 Unit Coordinators & Departmental Committees	FY2022 Departmental Committee Review and Voting Period (Voting Results due by March 6)
Early/Mid Feb (TBD)	FY2022 Unit Coordinators, Departmental Committees & Award Applicants	Brief presentations/Q&A with college committee (Each proposer asked to spend 5-10 minutes with the committee to discuss the project)
Early Mar, 2021	Award Applicants	Notification of college recommendations sent to applicants
Mon, Mar 8, 2021 - Fri, Mar 19, 2021	IIT and DCS	IIT and DCS Total Cost/Impact Advisement for FY2022 proposals

Mon, Mar 22, 2021 - Fri, April 2, 2021	FY2022 Unit Coordinators & Departmental Committees	FY2022 Unit Departmental Cost Adjustments Based on IIT and DCS Advisement (cost proposal sheets must be updated to reflect IIT/DCS advisements and loaded into the Tech Fee tool)
Mon, Apr 5, 2021 - Wed, Apr 7, 2021	FY2022 Unit Coordinators & Departmental Committees	FY2022 Unit Coordinator Final Review and Submission of Proposals for ISAT Review
Mon, Apr 19, 2021 - Thur, May 14, 2021	ISAT	ISAT Review Period and Recommendation to FACP
Fri, May 17, 2021 - Fri, May 28, 2021	FACP	FACP Review
Mon, May 24, 2021 - Fri, May 28, 2021	University President	University President Review
Mon, May 24, 2021 - Fri, May 28, 2021	Tech Fee Budget Team/GSU Budget & Planning	Create Tech Fee Budgets
Mon, June 1, 2021 - Fri, June 4, 2021	ISAT	Final Awards Announced
Mon, July 6, 2021 - Mon, June 30, 2022	FY2022 Award Recipients	FY2022 Spending and Deadline
Thurs, Jun 30, 2022	FY2022 Unit Coordinators & Departmental Committees	FY2022 Tech Fee Status Report Due   Extensions require approval of the Chair of the ISAT Committee, Dr. Chris Goode