

# Student Government Association



622-1724 | [www.sga.eku.edu](http://www.sga.eku.edu) | Powell 132

## 2008 STUDENT TECHNOLOGY FEE APPLICATION PACKET

**Place completed packets in a manila envelope marked as follows:**

**Tech Fee Application Enclosed  
Attn: Student Senate IT Committee Chair  
Student Government Association  
Powell Building 132  
622-1724**

**And return to the SGA Office by Friday, February 8, 2008 at 4:30 PM.**

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**Note:**

Signatures and/or filled in information are required in this packet wherever you see a large black arrow like this:



This packet has been designed to break up a lot of information into manageable sections, and has also been designed to make processing your application as efficient as possible. We appreciate feedback on its design. Let us know how this application process could be made better by emailing us at [sga@eku.edu](mailto:sga@eku.edu).

## Student Technology Fee Grant Application Spring 2008

### Memorandum

Student Government Association  
Student Senate  
Information Technology Committee

132 Powell  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3102  
(859) 622-1724  
www.sga.eku.edu

**TO:** 2008 Tech Fee Applicants

**FROM:** Rebecca Johnson  
Student Senate Information and Technology Committee Chair

Technology is constantly changing, and it is vital that Eastern Kentucky University's students remain technologically current. For that reason, the Student Government Association approved the Student Technology Fee in 1998. ECU Information Technology has given students the opportunity to determine how \$100,000 of the revenue generated by that fee is allocated via the Student Senate Information Technology Committee.

The committee invites the University community to submit proposals intended to enhance initiatives directly related to students. Enclosed in this packet you will find information to assist you in doing so. Faculty, staff and students may submit requests; however, to help ensure that only proposals of value to the University are submitted, it is a requirement that additional endorsements and approval be obtained before you submit your packet to the committee. Information about such approval is contained within this packet.

We strongly encourage you to forward this information to others who might be interested as well; your plans and proposals identify technology-related areas of need across campus.

Please read this ENTIRE packet before filling it out and submitting your application. Its length and specificity are due mostly to the fact that SGA and the department of Information Technology work jointly to distribute these funds, so the different types of information we require are used by different people at different stages of the process.

Application approval and funding is determined first through a recommendation of the Student Senate Information Technology Committee, and then by the approval of the full Student Senate. If approved, your request will be forwarded to IT for final examination to ensure that the equipment you asked for is technically appropriate, and IT will then work with you on procurement.

For questions and concerns, please call the SGA office at 622-1724 or email us at [sga@eku.edu](mailto:sga@eku.edu), and direct your feedback to the Executive Vice President and the IT Committee Chair.

**Applicant Information**

*This begins the actual application. It continues until page 7.*



**Your Contact Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Faculty Advisor or Department Chair/Head \_\_\_\_\_

Advisor or Department Chair/Head E-mail \_\_\_\_\_

**What is the nature of the project for which you are applying?**

- College/Departmental Capital Purchase (*non-classroom*)
- Classroom/Laboratory Equipment/Enhancement
- Student Organization/Activity
- Other: \_\_\_\_\_

**Requested Funding:**

Total Amount Requested: \$ \_\_\_\_\_

**For SGA Use Only**

<b>Information Technology Committee Action</b>	Date:	Approved ?	Denied?	Vote Tally: Yea:_____ Nay:_____ Abstain:_____	Signature of IT Committee Chair:
<b>Student Senate Action</b>	Date:	Approved ?	Denied?	Vote Tally: Yea:_____ Nay:_____ Abstain:_____	Signature of Executive Vice President:

**\*\*IT Committee Chair: Remove the cover page, contents page, and memo page from this packet, so that this Administrative Information sheet is on top.\*\***

## Student Technology Fee Grant Application Spring 2008

### Important Things That You Should Know:

- If you are awarded funds, you are not responsible for the actual procurement of the item(s). You will be notified of your award, and your Purchase Order(s) must be received by **Judy Cahill** in IT **no later than 4:30 p.m., April 4<sup>th</sup>, 2008**. IT will provide the budget code upon receiving Purchase Order(s) and actually place the orders. Should you fail to submit your Purchase Order(s) by **April 4, 2008 at 4:30 p.m.**, the figure awarded will be revoked and placed back into the Student Tech Fee account.
- Avoid using "closeout", "clearance", or "discontinued item" pricing, because products may no longer be available or on sale by the time your application is processed.
- You are responsible for ensuring that the requested technology items will be functional, taking into consideration factors such as: appropriate location, length of cables, adequate power supply, proximity of power outlets, layout of the venue, etc. The materials associated with functionality are your responsibility to "spec out," and their cost can be included in this application.
- It is strongly encouraged that you take into consideration plans for the security of your requested items. The cost of security hardware can be included in your application.
- SGA will not approve funding for reoccurring costs such as license renewals, subscription fees, etc. Those costs are expected to be covered by the applicant.
- Applications that require specific IT technical support might be denied if IT believes that they are unable to provide the required level of support.
- We intend for applicants to use awarded funds only for those items approved in the final award. Any changes (upgrades, feature changes, additions, deletions, etc) to the approved items are subject to the review of SGA and approval of IT to ensure that your project will still be viable. If your project comes in under budget as the result of such changes, the difference will be returned to the Tech Fee account and will not be available for your use on other items.
- Important dates in this process:
  - Friday, February 8, 2008** – Applications due to the SGA Office by 4:30 p.m.
  - Friday, March 21, 2008** – Student Senate IT Committee announces grant recipients.
  - Friday, April 4, 2008** – Purchase Orders due to Judy Cahill, in the SSB, by 4:30 p.m.



**Please sign below to signify that you have read these important items.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Required Documentation**

**Please attach/enclose 6 copies of each of the following documents:**

### **1. The Letter of Student Support:**

To better ensure that the project for which you are applying is one that will have a benefit to students, we require that a letter of support written by a currently enrolled student be enclosed.

### **2. The Letter of Approval:**

To better ensure that the project for which you are applying fits within the goals of your organization and is coordinated with other relevant parties, we require a letter of approval from an appropriate individual.

- **If you are an academic department** this letter should be written by the Chair, Dean, AVP, or VP (whichever you report to).
- **If you are an administrative department**, this letter should be written by the Director, AVP, or VP (whichever you report to).
- **If you are an RSO**, this letter should come from your Faculty Advisor.

### **3. The Formal Written Description:**

This should be brief; four pages is probably too much. The letters of support/approval, product information, and itemized budget are not included in this document. Rather, we're looking for you to demonstrate the importance of the project or equipment for which funding is being requested. As you do so, please answer the following three questions:

1. What is the benefit of the project or equipment for which you are requesting funding? How will it impact students, and/or provide additional benefits to the University?
2. How does the project or equipment fit within the mission or goals of your organization/department?
3. Is there anything else we need to know about your proposal? For instance, do you realize a unique opportunity to acquire a certain piece of equipment or is there some other imperative that you think might be relevant?

**4. The Itemized Budget:**

Although we also ask for product information on the next page, this kind of documentation helps us see at a glance exactly how many of each type of item you want. All of the items and costs for which you are requesting funds must be itemized with actual cost displayed. Any applicable taxes, shipping, and handling fees must be included in your total proposal request. The cost of any other items, such as installation hardware, outlet strips, cable harnesses, etc., should also be included.

An example of an itemized budget is as follows:

Logitech PN 931689-0403 mice at \$99.99 ea. x (5)	=	\$499.95
Dell Dimension 9200C desktop computers at \$749 ea. x (5)	=	\$3745.00
Shipping on desktop PC's: \$30	=	\$30.00
Shipping on mice: \$30	=	<u>\$30.00</u>
Total Request:	=	\$4304.95

Any similar itemized format will also be accepted.

**5. Product Information:**

The following items are helpful to us in visualizing what you have in mind, and should be included with this packet:

1. If purchasing from an online vendor, a printed page displaying the item(s).
2. If purchasing from a catalog, a copy of the page with the particular item(s) highlighted.
3. If purchasing directly from a company or retail store, a quote for the actual price of all items on company letterhead.

*This ends the application itself. Please sign below so we can be assured that you've truly read every page.*

I have read and understand the policies stated above, and do hereby agree to the terms set forth herein. I understand that SGA and IT will be unable to consider my application if the Required Documentation described on pages 6-7 is not present, and if I have not also signed and/or filled in information on pages 4, 5, 7.

I also understand that my application will not be considered if I do not meet the deadlines listed on the cover page and page 5 of this packet.

**I have attached/enclosed 6 copies of all of the Required Documentation**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Checklist**

*We thought you might find this handy. Feel free to detach this page.*

### **I've complete and enclosed/attached the following:**

- Letter of student support
- Letter of approval from appropriate department chairperson or department head.
- Formal written request.
- Itemized budget.
- Product information.
- 6 copies of all of the above documents.
- My signature or information filled in wherever there is a large black arrow (pgs. 4, 5, 7).

### **Dates:**

**Friday, February 8, 2008** – Applications due to the SGA Office by 4:30 p.m.

**Friday, March 21, 2008** – Student Senate IT Committee announces grant recipients.

**Friday, April 4, 2008** – Purchase Orders due to Judy Cahill, in the SSB, by 4:30 p.m.

### **Contact Information:**

- For questions about application process, procedures, limitations, policies, etc.:

SGA Executive Vice President **and** IT Committee Chair  
[lindsey.cross@eku.edu](mailto:lindsey.cross@eku.edu) **and** [rebecca\\_johnson135@eku.edu](mailto:rebecca_johnson135@eku.edu)  
SGA Office  
Powell Building 132  
Phone: 622-1724

- Questions for ITDS:

Judy Cahill, Information Technology  
[Judy.Cahill@eku.edu](mailto:Judy.Cahill@eku.edu)  
SSB CPO 55  
Office: SSB 150  
Phone: 622-2002