

Tech Fee process:

As of the writing of this document, the current web address is <http://fau.edu/techfee/>.

The Key Dates and the ability to submit a proposal are there.

Before submitting a proposal please prepare a synopsis that is to the point (500 word maximum as of the writing of this document) **Reminder** the target audience are Undergraduate and Graduate students who make up the committee. Make sure to gather any quotes that may be needed, as they are required to be attached to each proposal.

Greg Toppie (gtopple@fau.edu) can assist in gathering all technology quotes and is available to help answer any questions. **Reminder** all computers need to be purchased with a minimum of three years Pro support regardless of operating system.

Tech Fee Proposals will not be accepted by the Tech Fee Committee after the final date posted (as of this writing normally a date in December).

It is highly recommended that you submit early in the event a portion needs to be rewritten or another quote needs to be generated.

Once submitted the Tech Fee proposal goes for review

1. The Chair or Director of the person who submitted the proposal
2. College Computing Services
3. and the Dean's Office

Once it makes it through all three areas, it goes to the Tech Fee Committee. The results tend to be revealed in April.

Once your Tech Fee receives approval:

Contact Greg Toppie to have all of your technology quotes updated. (Most quotes are only valid for 30 days and the process takes more than 90 days.)

Once re-quoted Greg can walk you through the process and is available to help answer any questions.

Quotes are ordered by department Secretary or Program assistant.

Once items arrive, a ticket needs to be placed to have the computers imaged or peripherals placed and setup. Larger and more complicated setups are handled by various areas within the University. (ie. Audio/Visual converting a classroom to an E-classroom, Telecom adding network ports, etc.)