

## 2026 Technology Fee Full Proposal Submission Form

Any student, faculty or staff member, collaborative group, or organization at UF can submit a proposal to the Student Technology Fee Grant Advisory Committee in accordance with the submission guidelines, submission dates, and requirements. This Committee acts in an advisory capacity to the CIO, who will decide which projects to fund and implement.

### Process:

This is the grant process.

- 1) Have your proposal reviewed and approved by the appropriate UFIT Director from those listed below by the required date. The approved proposal must still strictly adhere to the requirements below and be submitted to the Committee by the deadline.
- 2) Selected proposals by the Committee will be forwarded with a recommendation for funding to the CIO.
- 3) The CIO makes the final decision on project proposals to be funded.

### Requirements:

- 1) Proposals must address the criteria below and listed on <https://it.ufl.edu/community/technology-fee/scoring-criteria/>.
- 2) Proposals must be submitted in the required template.

\*The core UFIT units and their respective contacts are:

- **Academic Technology (AT)**, The Office of Academic Technology (AT) provides resources, technical assistance, and equipment to assist the University of Florida faculty, staff, and students. The three general divisions of AT include support for media services, instructional technology, and teaching/learning.  
**Mark McCallister**, Director [markm@ufl.edu](mailto:markm@ufl.edu)
- **Applications, Development and Integrations (ADI)** supports, builds and integrates university-wide cloud and on-premise applications in support of UF's faculty, staff and students. **Nicole Jeffers**, Director [ngarvey@ufl.edu](mailto:ngarvey@ufl.edu)
- **Customer Experience & Resources Planning (CERP)**, informs the university of IT services, support, and systems, conducts a year-round feedback and listening program, serves as campus advocates for enterprise IT improvements, and manages enterprise-wide technology projects for UF. Alicia Turner, Director, [aliciatu@ufl.edu](mailto:aliciatu@ufl.edu)
- **Data Platform and Analytics (DPA)**, provides reporting and visualizations, analytics, data engineering, master data management, application integration platform, database administration, and data science services to the university. **Jim Freymann**, Director, [jim.freymann@ufl.edu](mailto:jim.freymann@ufl.edu).
- **Infrastructure & Communication Technology (ICT)** manages the UF Data Center and delivers hosted server, storage, virtualization, database, email, and related system and connects the University of Florida campuses and UF to the world via high-speed data, video, Wi-Fi, telecommunications, and VoIP services.  
**Saira Hasnain**, Associate CIO and Senior Director, [saira.hasnain@ufl.edu](mailto:saira.hasnain@ufl.edu)
- **Information Security (IS)**, Information Security has a mission to preserve the confidentiality, integrity, and availability of restricted and critical data of the University.  
**Rob Adams**, Chief Information Security Officer, Information Security, [rob@ufl.edu](mailto:rob@ufl.edu)
- **Research Computing (RC)**, Research Computing, and the High-Performance Computing Center provides high-performance computing resources and support to UF faculty whose research

depends on large-scale computing.

Erik Deumens, Director [deumens@ufl.edu](mailto:deumens@ufl.edu) Scoring Criteria

Full proposals will be scored using the following criteria:

Scoring Criteria for Technology Fee Concept Papers and Proposals	
Criteria	Points
The project promotes an exceptional academic environment through the innovative use of technology.	Required <sup>1</sup>
A college dean or director certifies that the project serves the institutional mission and is aligned with the University of Florida strategic plan.	Required <sup>1</sup>
A UFIT associate CIO or director <sup>2</sup> certifies that the proposal is technically feasible and the initial budget request is a reasonable first approximation of funds required for success.	Required <sup>1</sup>
If the project requires recurring resources, the proposal must include a viable sustainability plan <sup>3</sup> .	Required <sup>1</sup>
The project is innovative in delivering a new service, resource, implementing a concept or delivery method, and not simply upgrading existing services or facilities.	Required <sup>1</sup>
The 1-year project budget includes only technology items and does not include salary, services, facilities, furniture, and similar items.	Required <sup>1</sup>
The project meets all ADA <sup>4</sup> requirements and complies with the <a href="#">UF Electronic Information Technology and Communication Accessibility</a> .	Required <sup>1</sup>
The project outlined in the proposal improves student learning experiences.	
The project enhances the capacity to create innovative, high-quality learning environments.	

If the project is to be used in or by courses, it must involve course instructors utilizing the technology.	
The project reaches students, faculty, and staff across the University and beyond to achieve a common good.	
The project outlined in the proposal efficiently uses existing resources and services (does not duplicate services or infrastructure).	
The project improves students' technical skills, competency, and success rate.	

<sup>1</sup> Proposals not meeting this requirement will not be considered.

<sup>2</sup> These are direct reports to the CIO.

<sup>3</sup> Recurring funds must be provided by the unit of the proposer or generated by the project.

<sup>4</sup> The American Disabilities Act (ADA) requires that Web and other resources provide individuals with disabilities an equivalent experience to individuals without disabilities

### Instructions:

In filling the attached template make sure that the requirements in the Scoring Criteria Table are met. Concept Proposals not meeting the requirements will not be considered. Also note how the full proposals are scored and address each of the scoring criteria in your proposal.

The template includes the following items:

- 1) **Title:** Make sure that the title is descriptive and short. Avoid technical jargon and focus on the project's benefits.
- 2) **Proposer,** affiliation, and contact information: Make sure that a contact person is clearly identified, as well as the person's affiliation and contact information (**email, department, unit or organization, physical address, and phone**).
- 3) **Purpose:** What is the proposal intended to improve or facilitate? Why is it important to do so? What are the expected outcomes? How is this project innovative, and can it be scaled in the future? Clearly outline the objectives of this project so that it can easily be determined if they are achieved by the end of the project.
- 4) **Impact/Benefit:** Who benefits? In what ways? What are the implications of how this project is innovative? Does it leverage existing resources?
- 5) **Sustainability:** If the project requires recurring resources, how will these be acquired? Who will be responsible and is committed to providing these resources.
- 6) **Accessibility** Does the project comply with and advance compliance with the latest federal requirements, standards, and the UF [Electronic Information Technology and Communication Accessibility](#) policy?
- 7) **Timeline:** What specific activities are to be carried out, and when is each objective/benchmark achieved?

- 8) **Budget & Budget Narrative:** What is the expected cost of the project? Include startup costs, operating costs, and equipment costs when appropriate. A maximum of two years is allowed for budget.

Items 1-7 must not exceed four (4) pages. Do not alter the font or the margins.

Items 1-7 must be submitted electronically in the attached template to [alallen@ufl.edu](mailto:alallen@ufl.edu).

**All materials must be received by the advertised deadline. Materials not received by March 28, 2025, will be returned to the proposer for submission in the next cycle.**

## **Technology Fee Full Proposal**

**Title:**

**Proposer:**

**Sponsoring Organization:**

**Purpose and Specific Objectives: Impact/Benefit:**

**Sustainability:**

**Timeline:**

**Budget:**