From: Greaney, KC
Sent: Tuesday, January 22, 2019 4:51 PM
Subject: ITG resource requests: now via the PRPP
Importance: High

Dear Department Chairs Council and Management Team,

The process for requesting bond funded technology equipment for consideration by the Institutional Technology Group (ITG) has changed slightly this year. The deadline is still the same (February 28th) but the process has been streamlined into the Program & Resource Planning Process (PRPP).

If equipment is to be considered for ITG Bond funding, requests must be submitted in the PRPP by February 28th for the fiscal year starting July 1 of the same year. ITG funding is prioritized, allocated and submitted for final approval by April 1 so that equipment can be purchased for installation over the summer months, starting in June.

ACTION NEEDED:
Put proposed ITG bond funded technology requests (to be completed for the next fiscal year) into your PRPP template starting now, and have all your ITG requests in by February 28th. Please refer to Sections 2.4c and 2.4d. The "2019 PRPP Instructions", which have been updated to reflect these changes, are attached for your information.   You'll also find helpful instructions and detailed information for Sections 2.4c and 2.4d within the PRPP template by clicking the "?" icon in those sections. In these documents, all changes from prior years are in red font, including these new instructions.

The Institutional Technology Group will communicate which ITG requests have been approved to be funded by the beginning of April. That way, if you have a request that does not receive ITG funding, you will be able to request that the item receive alternate funding via the standard PRPP process.

Please contact us if you have any questions.

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