

## MEMORANDUM

**Date: Thursday, December 11, 2025**

**To: All Mailboxes**

**From: Professor Nelson Santana – Student Technology Fee Committee**

**Re: Academic Year 2026-2027 Student Technology Fee Special Projects (STFSP)**

**Call for Proposals**

### **STF Special Projects**

#### **-Call for Proposals-**

The Student Technology Fee Special Projects (STFSP) program provides BCC students, faculty and staff with an opportunity to submit project proposals to be funded by the Student Technology Fee. The project proposal must align with one or more of the following components:

- Broaden/enhance the quality of the academic experience
- Provide additional student access to technology
- Increase integration of technology into the curriculum
- Conduct faculty mentored research using cutting-edge technology

STFSP are selected by an advisory committee chaired by a designee of the Bronx Community College President, BCC students approved by the BCC Student Government Association, multidisciplinary faculty, and administrative staff. Every year, the committee oversees budget allocation and approves projects that merit funding.

#### **Non-Duplication and Alignment Requirement**

To ensure strategic use of Student Technology Fee funds, **proposals must not duplicate existing campus technology or services** (including centrally funded CUNY tools and college-purchased platforms). As such, interested parties must first submit an abstract prior to submission of the proposal. Each submission must include:

1. **Environmental scan:** A brief statement confirming that no comparable service exists on campus (or, if one exists, how the proposal fills a clearly defined gap or extends capacity in a non-overlapping way).
2. **Stakeholder coordination:** Evidence of consultation with relevant units (e.g., IT, Library, Academic Affairs, Student Success) and, where appropriate, a brief note of support or email confirmation.
3. **Sustainability plan:** Clarify ownership, maintenance, and any ongoing costs after year one.

## Two-step Application Process

### Step 1 — Abstract (required).

- **Due:** Tuesday, January 27, 2026
- **Format:** 200 words max; typed in Times New Roman, 12 pt
- **What to include:** Need and goal; proposed solution; student impact; non-duplication statement naming units consulted
- **Send to:** [techfee@bcc.cuny.edu](mailto:techfee@bcc.cuny.edu)

### Step 2 — Full proposal (by invitation)

- **Due:** Tuesday, February 17, 2026
- **Format:** Typed in Times New Roman, 12 pt; use the STF Proposal Request and STF Projected Estimated Cost forms available under “RESOURCES” on the STF webpage: <http://www.bcc.cuny.edu/campus-resources/information-technology-servicedesk/student-technology-fee/>
- **What to include:** Completed proposal request form; itemized projected costs
- **Send to:** [techfee@bcc.cuny.edu](mailto:techfee@bcc.cuny.edu)

### Key Dates at a Glance

Milestone	Date
Abstracts due	Tue, Jan 27, 2026
Invite/not invite decisions issued	Tue Feb 3, 2026
Full proposals due	Tue, Feb 17, 2026

A sample winning proposal has been posted on the STF webpage for reference.

[https://www.bcc.cuny.edu/wp-content/uploads/2025/12/sample\\_stf\\_proposal.pdf](https://www.bcc.cuny.edu/wp-content/uploads/2025/12/sample_stf_proposal.pdf)

### Review criteria (what we score)

- **Student impact & equity of access** (breadth/depth; benefits to commuters, online learners, and underserved groups)
- **Non-duplication & campus alignment** (consultation completed; complements existing tools/services)
- **Feasibility & sustainability** (plan, staffing, support, ongoing cost model)
- **Assessment & outcomes** (clear, trackable measures tied to use, learning, or service improvements)
- **Budget clarity** (itemized costs; rationale; personnel vs. OTPS split; multi-year pricing/consortial discounts if applicable)

### Eligibility and Conditions

Applicants must represent a BCC department, unit, sub-department, division, or committee. Student leads should expect to be enrolled in **Fall 2026**. Projects must adhere to CUNY STF policy and BCC procurement rules. (See STF webpage for full conditions.) Click [here](#) to view eligibility and conditions for an STFSP grant. Student application leads should expect to be enrolled in the following Fall 2026 term.

Should any questions or concerns arise, feel free to contact Ms. Nancy De La Rosa at [techfee@bcc.cuny.edu](mailto:techfee@bcc.cuny.edu).

Have a wonderful day,

Nelson Santana  
Chair, Student Technology Fee Advisory Committee