

Technology Fee Proposals (STEP) Calendar 2026-2027

TECHNOLOGY FEE PROPOSALS (STEP) CALENDAR

Note: At each level of the process, any proposal which is not recommended for funding will be returned to the originator by the group not recommending the proposal. An explanation of why the proposal was not recommended and, if appropriate, any suggestions for improving the proposal for resubmission next year will also be given to the originator of the proposal. Alternate sources of funding will also be suggested if any are known to be available.

Fall 2026

- Aug. 17 – Sept. 11, 2026** STEP process and forms distributed on each campus and site, and through the SGAs
- Sept. 21, 2026 (Mon.)** Proposals due to SGAs, Division Deans and Unit Heads.
- Sept. 22 – 30, 2026** College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Campus/Site Executive Dean (or designee) for consideration by the appropriate Campus/Site STEP Committee.
- Oct. 1 - 8, 2026** The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
- Oct. 9, 2026 (Fri.)** A list of projects to be funded with a short description and cost for each project, along with the names and titles of all persons who participated on the committee, is submitted to the chair of the STEP Council.
- Oct. 16, 2026 (Fri.)** STEP Council Chair will submit list of proposed purchases to the Chancellor for approval.
- Oct. 19 - 23, 2026** The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
- Nov. 10, 2026 (Tues.)** Deadline for all proposal originators to receive the respective Committee Chair's notification as to whether proposal will be funded or not.
- STEP Requisition Deadline** Each Campus/Site Executive Dean (or designee) verifies all purchasing requisitions are entered in the Banner finance system by the requisition deadline published in the [yearly STEP Calendar](#) to ensure funds are encumbered for campus/site purpose as approved.