

# School of Architecture and Planning Direct Costing of Information Technology Expenses For Sponsored Program/Project Activities

Effective July 2002  
Updated August 2008

## Overview:

Over the past few years, sponsored program and sponsored project activities have increased significantly in the School. However, fiscal resources within the School to meet the ever increasing costs of providing information technology (IT) and computing support have remained stagnant or have experienced reductions due to the elimination of centrally sponsored IT/Educational Technology programs. This reality requires us to modify the policies used in the past for the provision of IT services, with the goal of better managing and containing the costs associated with these services. To effectively implement this policy shift, we will first explicitly state what services are provided to all faculty and administrative staff, and then detail the costs for services for individuals, centers and projects not covered by the standard services.

## Standard IT services to faculty & administrative staff:

All SA&P faculty and administrative staff funded through the SA&P state personnel account will receive the following IT services as part of their appointment in the School:

- Employee personal storage (I: drive) in the amount of 3 - 6 GB each. These quotas are implemented and maintained electronically.
- Workstation access to SA&P licensed software in the Hayes and Crosby computing labs.
- Basic **problem-solving** support; training is not part of the standard services.
- Full-time tenured/tenure-track faculty and staff will receive a School email/calendaring account with up to 300 MB of folder storage. Part-time faculty and staff will be linked into the School online directory (referencing an outside email account), but will not receive a School-provided email/calendaring account.
- **Full-time** faculty and staff will also receive **one** appropriately configured Windows-based **desktop** personal computer for their office/work environment, including access to all SA&P purchased software as allowed under software licensing restrictions. Part-time faculty will have shared access to an appropriately configured Windows-based personal computer in the adjunct faculty office in Hayes Hall, the adjunct faculty office in Crosby Hall and to the systems in the computing labs.

Any faculty or administrative staff member requiring resources beyond those provided above may purchase additional resources at the rates described below. Employees funded by personnel accounts other than the SA&P state personnel account are excluded from these allocations and need to explicitly purchase the resources they desire at the rates described below.

## IT Service price list:

*Note: these services apply primarily to sponsored research and sponsored project efforts. Unless additional resources are needed or unsupported equipment/software is required, full time faculty and staff machines and services are already provided by the School. Note: prices are subject to change at any time due to fiscal constraints imposed by the State, University or School.*

## Employee (including SA/GA/RAs outside of the SA&P) personal storage (I: drive):

- Allocations will be provided consistent with University policies. With the transfer of user storage to University systems, the School is currently not assessed any fees, and as such, no fees will be advanced to users. If this changes in the future, users will be assessed fees necessary to pay for any storage charges assessed by the University.

## Shared research storage:

- With the transfer of user storage to University systems, the School is currently not assessed any fees, and as such, no fees will be advanced to research centers. If this changes in the future, research centers will be assessed fees necessary to pay for any storage charges assessed by the University.

**Basic web hosting (group):**

- Base charge, including 200 MB of web site storage: \$10 per month
- +100 MB of web site storage: \$5 per month per 100 MB additional

**Network printer hosting\*:**

- Base charge per printer: \$10 per month

\*Does not include printer, printer maintenance, toner or paper or network cards

**Workstation access to SA&P licensed software:**

- Workstation re-installation charge (to reinstall system after a hardware failure, equipment replacement or system compromise): \$50
- Base charge: \$300 per year per workstation; includes **one** reinstallation to current School software standards per year.

**Educational Technology Classroom usage for non-tuition generating activities:**

- \$45 per day for SA&P edtech classrooms usage
- Centrally scheduled edtech classrooms at current CIT/University rates.

**Staffing/Consulting:**

- Research system hardware repairs/installations: \$45 per hour + parts
- Unsupported hardware installations: \$45 per hour + parts (note: in particular, this includes all PDAs and the DMG staff reserves the right to refuse the installation of equipment which they are not knowledgeable in using).
- Unsupported/specialized software repairs/installations: \$45 per hour (for non SA&P purchased software, valid license and media to be provided by end user)
- General problem solving: \$45 per hour
- Web page (excluding database integration): \$60 per hour
- Database/web database: \$75 per hour

**Plotting/printing/copying:**

Per page or per square foot at posted rates

**Implementation:**

Payment of fees associated with the purchase of any of the above services will be billed to the purchasing unit and will be due within 30 days. Failure to submit payment will result in the deactivation of all services not purchased. Payment for all known resources will be purchased for the year in advance. Refunds due to individuals leaving or for systems being decommissioned will be given. Additional services can be added at any time, prorated by month

**Application:**

This policy applies to all current and future sponsored program and sponsored project activities. Previously obtained sponsored program/project activities will **not** be excluded.

**Modification:**

This document will be reviewed annually in Council for any changes to be implemented for the start of the new fiscal year, starting July 1.

**Effective date:**

This policy will take effect July 1, 2002.