Interested faculty and staff (and students) are invited to apply for Student Technology Fee (STF) funding through a two-phase process. This document provides a process overview, timeline, and application instructions for faculty and (non-student) staff.

**PROCESS OVERVIEW**

**Phase One: Abstracts**

- Employees receive an email or similar communication regarding the annual Student Technology Fee and requesting Tech Initiatives abstracts (from AS VP for Academic Affairs and Vice Provost for Information Technology/CIO).
- An employee submits directly to the STF Committee a one-page abstract describing a project idea and its impact on students.
- The STF Committee evaluates all accepted abstracts (based on length and timely submission) and selects those for which the Committee would like to see full proposals.

**Phase Two: Proposals**

- The STF Committee invites (by email) the selected applicants from Phase One to provide full proposals. (Applicants of unselected abstracts are also notified.)
- The STF Committee reviews proposals, with advice from the Academic Technology Committee (ATC) and the general Western community.
- The STF Committee determines the final recommendation for project awards.

**TIMELINE**

Here are key dates for faculty and staff submitting Tech Initiatives proposals in the current academic year:

- **Nov 19, 2018** Employees receive email regarding the annual Student Technology Fee and requesting Tech Initiatives abstracts (from AS VP for Academic Affairs and Vice Provost for Information Technology/CIO).
- **Jan 16, 2019** *Due to STF Committee:* one-page Tech Initiatives abstracts
- **Feb 20, 2019** STF Committee selects abstracts for which it would like full proposals. (Those applicants will receive email invitations to submit full proposals.)
- **Mar 11, 2019** *Due to Space administration:* Draft Tech Initiatives proposals... *only if* project would require any site preparation, *or if* project would use any space not under your department’s control.
- **April 4, 2019** *Due to STF Committee:* Prioritized Tech Initiatives proposals *Please note: Colleges and divisions must have earlier deadlines for internal priority-setting processes.*
- **May 22, 2019** Awards are announced (pending Associated Students and Western presidents’ approval).
APPLICATION INSTRUCTIONS

Phase One: Abstracts

1. Prepare a one-page abstract electronically using the *abstract* form found at the STF website:
   a. Website link: [https://www.wwu.edu/stf/](https://www.wwu.edu/stf/)
   b. Choose “STF Tech Initiatives” on sidebar, then “II. Tech Initiatives Instructions and Forms (AY 2019).”
   c. Choose “Tech Initiatives Abstract Form.”

2. No later than January 16, submit abstract directly to the STF Committee at [diane.bateman@wwu.edu](mailto:diane.bateman@wwu.edu).

Notes:
- If your abstract is chosen to continue in the process, you will receive an email invitation—on or shortly after February 22—to submit a full proposal.
- Applicants of abstracts not chosen to continue in the process will also receive emails.

Phase Two: Proposals

Note: This Phase Two is only for employees who received STF Committee invitations to submit proposals.

1. Prepare a proposal electronically using the *proposal* form found at the STF website:
   a. Website link: [https://www.wwu.edu/stf/](https://www.wwu.edu/stf/)
   b. Choose “STF Tech Initiatives” on sidebar, then “II. Tech Initiatives Instructions and Forms (AY 2019).”
   c. Choose “Tech Initiatives Proposal Form.”

2. IF this project would require any site preparation, or IF this project would use any space under the control of more than one department:
   a. Submit a draft proposal to Space Administration by March 11 at [space.administration@wwu.edu](mailto:space.administration@wwu.edu).

   Note: Space Administration and Facilities Management will then conduct a site survey and respond to you by March 22 about project feasibility, cost, and schedule. (The site survey response becomes part of the proposal.)

3. Prepare top portion of *2019 Tech Initiatives Proposal Summary Sheet* (on STF website, just below link for proposal form) for the front of the proposal.

4. Submit the proposal and summary sheet electronically by unit internal deadline for appropriate approvals/prioritizing (see summary sheet).
   IF you received a site survey response from Space Administration, include it with the proposal.

   Please note: Colleges and divisions must have earlier deadlines for internal priority-setting processes.

Notes:
- Deans/division heads prioritize all employee proposals received by their various internal due dates, sign the summary sheets, and then submit all to the STF Committee by the April 4 due date.
- See the STF website—[https://www.wwu.edu/stf/](https://www.wwu.edu/stf/)—for a complete Tech Initiatives process timeline that includes all STF Committee activities after the April 4 proposal deadline.