Interested students (and faculty and staff) 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 students.

**PROCESS OVERVIEW**

**Phase One: Abstracts**
- Students 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).
- A student 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. Invitation includes faculty/staff contacts available to help students with their 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 students submitting Tech Initiatives proposals in the current academic year:

- **Nov 19, 2018** Students 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 23, 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:* Tech Initiatives proposal drafts... *only if* project would require any site preparation, *or if* project would use any space controlled by more than one department/unit.
- **April 3, 2019** *Due to AS VP for Academic Affairs:* Tech Initiatives proposals for prioritizing
- **April 4, 2019** *Due to STF Committee:* Prioritized Tech Initiatives proposals (from the AS VP for Academic Affairs)
- **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/
   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 23, submit abstract directly to the STF Committee at 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 students 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/
   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.

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 April 3 to the AS VP for Academic Affairs at asvp.academics@wwu.edu.
   IF you received a site survey response from Space Administration, include it with the proposal.

Notes:
  * The AS VP for Academic Affairs submits proposals to the STF Committee by April 4. During the Committee’s proposal review phase, the ASVP ensures that 1) the AS Board prioritizes the student proposals, 2) the AS President signs the cover sheets, and 3) the cover sheets are given to the STF Committee.
  * See the STF website—https://www.wwu.edu/stf/—for a complete Tech Initiatives process timeline that includes all STF Committee activities after the April 4 proposal deadline.