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To: Deans
Associate Deans
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Western Front

From: John Lawson, Vice Provost for Information Technology/CIO

Date: October 12, 2009

Subject: Call for Proposals – 2010 Student Technology Fee Program

The 2010 Student Technology Fee (STF) program is now accepting proposals for the 2009-2010 academic year. All Western students (through an AS organization), faculty, and staff may apply.

Since its inception in 1996, the Student Technology Fee has provided students more than \$8 million in technological resources and equipment to directly enhance their academic experience. The program's quality and success depends largely on the pool of proposals received each year.

1. Applicants and interested persons should refer to the Student Technology Fee (STF) website: <http://www.wvu.edu/stf/> to review program guidelines, instructions, project history, and previous years' proposals; and to download the application and proposal cover sheet.
2. All STF project proposals must be submitted on the specifically formatted Microsoft Word document available on the STF website.
3. There is a **two-tier due date**:
 - Draft proposals for projects requiring **site preparation** must be submitted to Space Administration by **Wednesday, November 25**. Space Administration and Facilities Management will evaluate the draft proposal, then return a site preparation report to the applicant by Thursday, December 10. For more details, please refer to the STF website: <http://www.wvu.edu/stf/instructions.shtml>
 - All proposals must be submitted both electronically and in hard copy (paper) by **12 noon Monday, December 21**.

The STF Committee looks forward to receiving this year's Student Technology Fee proposals. Please call me with any questions at 650-3917.