Interested faculty and staff (along with 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 staff.

**PROCESS OVERVIEW**

**Phase One: Abstracts**

- A one-page abstract that describes the project and its impact on students is submitted through the appropriate college or division to the STF Committee.
- The college deans or division heads will prioritize the abstracts received from faculty and staff, then forward them to the STF Committee.
- The STF Committee will evaluate all prioritized abstracts and select those for which the Committee would like to see full proposals.

**Phase Two: Proposals**

- The STF Committee will invite the selected subset applicants from phase one to provide full proposals. (Applicants of unselected abstracts will also be notified.)
- Proposals will be reviewed by the STF Committee, with advice from the Academic Technology Committee (ATC) and the general Western community.
- The STF Committee will determine the final recommendations for project awards.

**TIMELINE**

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

- **Nov 19, 2014** Faculty and staff receive email regarding the annual Student Technology Fee and requesting Tech Initiatives abstracts (from Vice Provost for Information Technology/CIO).
- **Jan 15, 2015** Due date: Deans/division heads submit prioritized Tech Initiatives abstracts by noon to the STF Committee. *Please note: Colleges and divisions must have earlier deadlines for their internal priority-setting processes.*
- **Feb 19, 2015** STF Committee selects abstracts for which it would like full proposals. (Those applicants will receive email invitations to submit full proposals.)
- **Mar 13, 2015** Due date: Draft Tech Initiatives proposals are due to Space Administration, only if project would require any site preparation, or if project would use any space not under your department’s control.
- **April 2, 2015** Due date: Prioritized Tech Initiatives proposals are due by noon to STF Committee. *Please note: Colleges and divisions must have earlier deadlines for their internal priority-setting processes.*
- **May 15, 2015** 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: http://www.wwu.edu/stf
   b. Choose “STF Tech Initiatives” on sidebar, then “II. Tech Initiatives Instructions and Forms (AY 2015).”

2. By internal due date, submit abstract electronically to the appropriate dean or division head for prioritizing. Please note: Colleges and divisions must have earlier deadlines for their internal priority-setting processes.

Notes:
- The dean/division head will prioritize all faculty/staff abstracts received by internal due date, and then submit them to the STF Committee by the due date of January 15 for the evaluation process.
- If your abstract is chosen to continue in the process, you will receive an email invitation—on or shortly after February 19—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 faculty and staff 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: http://www.wwu.edu/stf
   b. Choose “STF Tech Initiatives” on sidebar, then “II. Tech Initiatives Instructions and Forms (AY 2015).”

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 13 at space.administration@wwu.edu.
   b. Space Administration and Facilities Management will then conduct a site survey and respond to you by March 21 about project feasibility, cost, and schedule. (The site survey response becomes part of the proposal.)


4. Submit the proposal and summary sheet electronically by department/division internal deadline to the appropriate dean/division head. 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 their internal priority-setting processes.

Notes:
- Deans/division heads will prioritize all faculty/staff proposals received by their various internal due dates, and then submit them to the STF Committee on the due date of April 2.
- See the STF website—http://www.wwu.edu/stf—for a complete Tech Initiatives process timeline that includes activities after the April 2 proposal deadline.