Student Technology Fee – AY 2015
Tech Initiative Proposal Process – For STUDENTS

Interested students (along with 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

• A one-page abstract that describes the project and its impact on students is submitted through the Associated Students (AS) to the STF Committee.

• The AS Vice President for Academic Affairs/AS Board will prioritize the abstracts received from students, 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 students submitting Tech Initiative proposals in the current academic year:

• Nov 19, 2014  Students receive email regarding the annual Student Technology Fee and requesting Tech Initiatives abstracts (from Vice Provost for Information Technology and AS Vice President for Academic Affairs).

• Jan 12, 2015  Due date: One-page Tech Initiatives abstracts are due to the AS VP for Academic Affairs for AS prioritizing.

• Jan 15, 2015  Due date: AS VP for Academic Affairs submits prioritized Tech Initiatives abstracts by noon to the STF Committee.

• 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.

• Mar 31, 2015  Due date: Individual Tech Initiatives proposals are due to the AS VP for Academic Affairs for prioritizing.

• April 2, 2015  Due date: Prioritized Tech Initiatives proposals are due by noon to STF Committee.

• 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 January 12, submit abstract electronically to the AS VP for Academic Affairs at ASVPforAcademicsAffairs@wwu.edu.

Notes:

- The AS Board will prioritize all student abstracts received by January 12, 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 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: 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 will become part of the proposal.)

3. Prepare a 2015 Tech Initiatives Summary Sheet for the front of the proposal.

4. Submit the proposal and summary sheet electronically by March 31 to the AS VP for Academic Affairs at ASVPforAcademicAffairs@wwu.edu. IF you received a site survey response from Space Administration, include it with the proposal.

Notes:

- The Associated Students Board will prioritize all student proposals, and the AS VP for Academic Affairs will 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 process timeline that includes activities after the April 2 proposal deadline.