

**University of Washington Bothell**  
**Student Technology Fee**  
**2009-10 Annual Awards**

**Background**

Student Technology Fees (STF) are charged to all registered students for the express purpose of funding “technology resources for general student use” (RCW28B.15.051). The distribution of the fee is recommended by the STF Committee and approved by ASUWB for each academic year. *Requests from the STF must be for services and equipment that will occur or be purchased between July 1, 2009 and June 30, 2010.*

**Guidelines for Submitting Proposals**

- All University, state, federal, and other laws shall be adhered to. All requests must conform to the Student Technology Fee Bylaws (available at [http://www.uwb.edu/students/life/student\\_committees.xhtml](http://www.uwb.edu/students/life/student_committees.xhtml)). If approved, all purchases must conform to University purchasing protocols (available at <http://www.uwb.edu/finance/purchasing.xhtml>).
- The request for funds must provide a primary service and/or benefit to the students at the University of Washington Bothell.
- All events/programs must take place on the University of Washington Bothell campus unless the Student Technology Fee Committee grants specific approval.
- Proposals must be typed and submitted with the forms provided by the STF Committee. The committee encourages applications that contain as much specific information as possible. Applicants are encouraged to attach any documentation that specifically supports the request.

**STFC Committee’s Decision-Making Process and Important Dates**

- Applications must be received by **Friday, February 27, 2009 at 5:00 p.m.** Late submissions will not be accepted!
- Applicants will be notified by Monday, March 16 if a hearing is requested for their proposal.
- Hearings will be scheduled on Friday, April 10 and Friday, April 17 between 9:00 a.m. and noon. Individuals submitting requests do so with the full understanding that they may be required to attend a brief hearing (typically lasting about 15 minutes) on one of those dates.
- The Committee will vote on a recommended budget by Monday, April 20. The recommended budget will then be forwarded to ASUWB for approval. Applicants will receive a letter with the final funding decision by the middle of May.

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**Request for Funding-Instructions**

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1. Students or student organizations interested in submitting proposals should meet with the Office of Student Life (2-3326, [jdroege@uwb.edu](mailto:jdroege@uwb.edu)) for assistance in developing their proposal.
2. There are many possible implications new technology may have. Before submitting a proposal, **you must contact the following:**

Tony Guerrero (Facility Services, 2-3557, [aguerrero@uwb.edu](mailto:aguerrero@uwb.edu)). Tony will help you address issues related to

- Power availability
- Noise
- Access
- Code and/or permit needs
- Security and portability
- Storage

- Brian Fletcher (Information Technologies, 2-5372, [bfletcher@uwb.edu](mailto:bfletcher@uwb.edu)). Brian will help you address issues related to

- Computing Technologies
- Any server components
- Impact on network or server usage
- Implications for network or server security
- Network availability (either wireless or wired)
- Media and presentation technologies
- Classroom/instructional equipment
- Audio and video technology
- Circulating and media study room equipment

**Proposals that have not been reviewed by Tony and Brian will not be accepted.** The committee strongly encourages anyone submitting a proposal to consult with Tony and Brian well in advance of the submission deadline

3. Consult with appropriate University departments that would be involved in the installation, operation, and/or maintenance of the proposal.
4. Develop the narrative and budget for the proposal and complete the Student Technology Fee application.
5. Submit **an electronic copy of your proposal to the following drop box:** <https://catalysttools.washington.edu/collectit/dropbox/droegj/4443>. Additional documentation, such as price quotes, should be submitted to Jennifer Droege by e-mail ([jdroege@uwb.edu](mailto:jdroege@uwb.edu)).
6. **Proposals must be received by Friday, February 27, 2009 at 5:00 p.m.**