

University of Washington Bothell
Student Technology Fee
2008-09 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, 2008 and June 30, 2009.**

Guidelines for Submitting Proposals

1. 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). If approved, all purchases must conform to University purchasing protocols (available at <http://www.uwb.edu/finance/purchasing.xhtml>).
2. The request for funds must provide a primary service and/or benefit to the students at the University of Washington Bothell. Service and benefit for each event must be specified in writing with the funding request.
3. All events/programs must take place on the University of Washington Bothell campus unless the Student Technology Fee Committee grants specific approval.
4. Proposals must be typed (using 12 pt. font) 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

1. **Applications must be received by Friday, February 8, 2008 at 12:00 noon. Late or incomplete submissions will not be accepted!**
2. An informational meeting will take place on Friday, January 25, from 1:00-3:00 p.m. in UW1 103. All members of the campus community are invited to attend this meeting. Members of the STF Committee will be available to answer any questions regarding the proposal process.
3. Applicants will be notified by Monday, February 25 if a hearing is requested for their proposal.
4. Hearings will be scheduled on Friday, March 7 and Friday, March 14 between 1:00 p.m. and 4:00 p.m. 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.
5. The Committee will vote on a recommended budget by Monday, March 31. The recommended budget will then be forwarded to ASUWB for approval. Applicants will receive a letter with the final funding decision by the end of April.

University of Washington Bothell
Student Technology Fee
Request for Funding-Instructions

1. Complete page 1 (the narrative portion) of the Student Technology Fee application. **Students or student organizations interested in submitting proposals should meet with the Office of Student Life (2-3326, jdroege@uwb.edu) at this stage of the proposal process.**
2. Consider the following possible implications the proposal may have:
 - Contact Tony Guerrero (Facility Services, 2-3557, aguerrero@uwb.edu) with questions regarding:
 - Power availability
 - Noise
 - Access
 - Code and/or permit needs
 - Security and portability
 - Storage
 - Contact Betsy Tippens (Information Systems, 2-5239, btippens@uwb.edu) with questions regarding:
 - Computing Technologies
 - Any server components
 - Impact on network or server usage
 - Implications for network or server security
 - Network availability (either wireless or wired)
 - Contact Brian Fletcher (Campus Media Center, 2-5372, bfletcher@uwb.edu) with questions regarding:
 - Media and presentation technologies
 - Classroom/instructional equipment
 - Audio and video technology
 - Circulating and media study room equipment
 - Contact Nancy Hyde Corning (Finance & Administration, 2-3688, ncorning@uwb.edu) with questions regarding:
 - University policies
3. Consult with appropriate University departments that would be involved in the installation, operation, and/or maintenance of the proposal.
4. Develop the budget for the proposal and complete page 2 of the Student Technology Fee application.
5. Secure signatures from Facility Services and Academic Services. Facility Services and Academic Services must sign off on proposals to ensure that the proposals, if approved, can be implemented on campus.

Contact Information for Facility and Academic Services:

Tony Guerrero, Director, Facility Services
Physical Plant Building
425.352.3557
AGuerrero@uwb.edu

Cynthia Fugate, Director, Academic Services
LB1 310A
425.352.5345
CFugate@uwb.edu

6. Submit **ten paper copies** to the attention of Jennifer Droege, UW1 Room 160 or mailbox 358500. Submit **one electronic copy** of your proposal to Jennifer Droege at jdroege@uwb.edu. Any additional documentation should also be submitted both in paper (10 copies) and electronic form.
7. **Both the paper and electronic copies must be received by Friday, February 8, 2008 at 12:00 noon. Late or incomplete submissions will not be accepted!**

Student Technology Fee Request for Funding-Page 1

Program Title:

Campus Affiliation:

Contact Person:

Email:

Campus Phone No.

Campus Box No.

Brief Project Overview

Full description of the project that includes the following sections:

- A. The goal of the program or project**
- B. A description of the program and how it will benefit the student body**
- C. Specific information about the equipment and/or services being requested**
- D. How the project will be implemented and by whom**
- E. What departments will be involved in the installation and support of this project**

