# **Tech Initiatives Proposal Form**

Student Technology Fee – AY 2024

**Employee Due Date: March 22, 2024** (revised from March 29)

**Student Due Date: March 22, 2024**  (revised from March 29)

## **Key Proposal Information**

Note: Enter information in the expandable fields directly after the information requested.

## **Project Title:**

## **Briefly explain what you are requesting (400 characters max):**

### **Principal Applicant**

Name:

Email:

Phone:

Dept/Org Affiliation (Enter “student,” “faculty,” or “staff”):

### **Secondary Applicant**

Name:

Email:

Phone:

Dept/Org Affiliation (Enter “student,” “faculty,” or “staff”):

## **Important Proposal Notes**

1. Student Technology Fee Mission:

The Student Technology Fee (STF) provides Western students with adequate and innovative technology experiences by:

1. Broadening/enhancing the quality of the academic experience.
2. Providing additional student access to technology.
3. Increasing integration of technology into the curriculum.
4. The STF Committee will accept only complete proposals by the announced deadline. Every section (I-VIII) and all items of this proposal form must be addressed.
5. Disallowed items: The following five items generally **do not qualify** for STF Tech Initiatives funding:
6. Computer lab upgrades. (Existing computer labs are upgraded on a rolling schedule with a separate allocation of STF funds.)
7. Software related to maintenance and/or serial payments.
8. Maintenance contracts on equipment or software.
9. Expendable supplies.
10. Equipment that will not be used directly by students, and/or non-computer equipment or furnishings that are part of the typical classroom environment (such as lighting, portable and fixed media equipment, furniture, chairs, etc.).

## **Proposal Instructions**

### **I. Relationship to STF Objectives / Impact on Student Academic Experience**

1. The STF Committee uses as its primary assessment criteria the three objectives—**quality, access, and integration**—defined in the STF mission (“Note 1” above). Given these criteria, explain how the project would provide positive benefits to students. Focus on what students would gain from the project. Specifically, answer at least one of items a, b, or c below:
2. How would this project *broaden or enhance the quality* of the student’s academic experience through the proposed technology?

1. How would this project *provide additional student access* to technological resources?

1. How would this project *increase integration* of technology into coursework?

1. Would other departments be involved with this project? Enter “No “ or “Yes”.

IF “Yes,” describe. IF “No,” enter “N/A”.

1. Has any part of this proposed project previously been funded by the Student Technology Fee? Enter “No” or “Yes”.

IF “Yes,” describe. IF “No,” enter “N/A”.

1. Is the proposed project a pilot project? Enter “No” or “Yes”.

IF “Yes,” describe. IF “No,” enter “N/A”.

### **II. Utilization**

List the anticipated number of times and duration per each use—per quarter or per academic year—that students would use the proposed technology, along with the impact of that proposed technology on students. Note: Proposals are funded after careful consideration of both the number of students that will be impacted by the technology and by the quality of that impact.

### **III. Impact on Existing Resources**

Your proposal must address the project’s potential impact on existing resources. Give special attention to the impact on data transmission networks (e.g., sources accessed, networking equipment, etc.) and personnel (e.g., staffing, administrative support, faculty support, etc.).

1. Describe how existing equipment is used. Contrast this to projected use, if your proposal were funded.

1. Is similar equipment or technology available elsewhere on campus—such as with the Student Technology Center, Classroom Services, Video Services, Western Libraries, a college lab? Enter “No or “Yes”.

IF “Yes, describe why existing equipment does not meet the needs outlined in this proposal. IF “No,” enter “N/A”.

1. IF this project would involve the replacement of equipment, including computers:
2. Describe the “before and after” configuration changes. (A spreadsheet reflecting these changes may be attached.) Or enter “N/A”.

1. Describe the costs and benefits of replacing vs. upgrading. Or enter “N/A”.

1. Would this equipment be available to students outside of your department? Enter “No” or “Yes”.

IF “Yes,” describe the following (in the field below the a-d list). IF “No,” enter “N/A”.

1. How students would gain access.
2. How equipment availability would be publicized.
3. The hours per week when equipment would be available.
4. Any costs that would result from a-c.

1. Would this project involve the check-out of equipment to students? Enter “No” or “Yes”.

IF “Yes,” discuss whether the Student Technology Center/ATUS Loan Pool could be assigned this task. IF “No,” enter “N/A”.

1. Does the department have adequate operating funds to provide ongoing maintenance and support? Enter “No” or “Yes”.

IF “No,” describe the funding situation. IF “Yes,” enter “N/A”.

1. Does the department have adequate personnel to provide ongoing staff support for the project? Enter “No” or “Yes”.

IF “No,” describe the staffing situation. IF “Yes,” enter “N/A”.

### **IV. Space and Site Information**

1. What is the location for installation of equipment or technology? Be as specific as possible.

1. Is this space/location currently assigned to your department or unit? Enter “Yes” or “No”.

IF “No,” describe the current control of the space. IF “Yes,” enter “N/A”.

1. Would site modification be required? Enter “No” or “Yes”.
Note: “Site modification” addresses site alteration—beyond specific equipment installation addressed in section V, Budget Estimate Table, line 13. Site modification significantly impacts infrastructure. This could include addition/integration of other systems required by the equipment install, such as electrical, air, lighting, security, network access, etc.; conversion of a lab or office; etc.

IF “Yes,” describe the site modification required. IF “No,” enter “N/A”.

1. Conditional Step 4: If you answered “no” to #2 above, or “yes” to #3 above:

You *may* need to submit a [Space Modification Request](https://app.e-builder.net/public/Processes/StartProcess.aspx?ProcessID=849829b0be0d47c4b6e270345a265b73&PortalTypeID=7) to Capital Planning and Development. The STF Committee will determine if this is necessary during proposal review, and will let you know. The results of the Space Modification Request form would affect lines #15 and #18 of the Budget Estimate Table.

### **V. Project Budget Estimate**

This section details the estimated cost of the project.

Budget Estimate Notes:

1. The STF Committee recognizes your proposed budget as an estimate. Final funding for successful projects will be established after thorough technical review. Some costs may need adjusting due to price changes.
2. The STF Committee may impose special conditions on a proposal before approval. (If interested, see *STF Tech Initiatives Proposal Guidelines, section V, Proposal Modifications*. This document is on the STF website.)
3. Funding is not provided directly to departments for purchases. All purchasing is done via the Office of the VPIT/CIO, and savings are retained in the Student Technology Fee fund.
4. For assistance in preparing your budget, please consult with relevant campus support departments. Four are listed here:
* Academic Technology & User Services (Director), 650-6538
* Budget and Financial Planning Office, 650-4762
* Space Planning and Administration Program Manager, 650-3935
* Purchasing, 650-3340, [Getting Started in the Western Marketplace](https://www.wwu.edu/bservices/purchasing/software.shtml)
1. What funding or contributions are available from your department or other sources? Enter dollar amount, or “N/A”.

Note: The STF Committee encourages matching funds/funding support. “Contribution” is defined as a monetary contribution. For example, a vendor discount is not considered a contribution.

1. *IF you have more than seven line-item expenses,* create a separate spreadsheet of items to purchase, with a subtotal. (You will attach the spreadsheet to this form later, before submitting.)
2. Complete the **Budget Estimate Table** below.

**IMPORTANT:** To complete the Budget Estimate Table (an Excel sheet) within this form, follow these substeps:

1. Double-click anywhere in the table:
	1. For Macs, the table will open in a new window.
	2. For PCs, the table will open in place.
2. Complete the blue-shaded areas only. The remainder of the form will autofill.
3. *IF you have more than seven line-item expenses*, key the “Items to Purchase” area of *this* Budget Estimate Table as follows:
	1. Item to Purchase: “Subtotal from attached spreadsheet”
	2. Quantity: “1”
	3. Item Cost: [the subtotal from the attached spreadsheet]
4. To exit the table area of this form, single-click anywhere outside of the table.



1. Could this project be divided into discrete elements that could be funded separately? Enter “No” or “Yes”.

IF “Yes,” summarize and prioritize project elements with a cost estimate for each. IF “No,” enter “N/A”.

Note: A “no” response to question 3 creates an “all or nothing” proposal. That is, if the STF Committee decides not to fund your entire proposal, it will not consider any elements for partial funding. If elements could be funded separately, the applicant is responsible for prioritizing them before submitting the proposal.

1. Are course or lab fees charged for any of the courses that will use this equipment? Enter “No” or “Yes”.
Note: The total funding requested from the Student Technology Fee must consider the amount collected from course fees for equipment replacement and/or equipment acquisition.

IF “Yes,” describe the course fees. IF “No,” enter “N/A”.

### **VI. Project Schedule**

Describe your overall implementation schedule. Note that project awards are announced during spring quarter (usually May), and that projects are to be substantially completed by the end of the calendar year.
IF any site modifications are determined to be involved (see section IV, Space and Site Information), your project schedule will be aligned with the schedule provided by Capital Planning and Development.

### **VII. Constraints**

List or describe any external or internal factors/constraints that could affect your project schedule, project objectives, or the project budget (e.g., if external approval is required for curricular changes, or if funding must be received by a certain date.)

### **VIII. Submitting the Proposal / Routing Instructions**

1. Access the e-form [Student Tech Fee Proposals: Routing Form](https://esign.wwu.edu/forms/CIO/_student_tech_fee_proposals_routing_1.aspx) and complete the form as instructed.
2. Attach this completed proposal form to the completed e-form.
3. Attach any supporting materials for your proposal to the e-form.
4. Route the e-form as instructed.