

## Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19399543		Submission date: 1/16/2020 3:21 PM
		Total time: 4 hours, 19 minutes, 22 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	MakerSpace	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	MakerSpace	
<p><i>Question:</i> Contact Person This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.</p>	Joseph Conquest	
<p><i>Question:</i> Contact Email This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.</p>	conquj@uw.edu	
<p><i>Question:</i> Contact Phone Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.</p>	4257530289	
<p><i>Question:</i> Faculty/Staff Member Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner. Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes.</p>	Rafael Silva	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	rafaelsi@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>The MakerSpace has the greatest potential on campus for exploring innovative areas and developing cutting edge skills. It is more than a service or a place on campus; as it provides a community of people who gather in a collaborative environment to engage in maker-oriented endeavors. Enabling unique possibilities for curricular and co-curricular activities, students who go to the MakerSpace are provided a complete academic experience, allowing them to further their academic and career goals. Even though it is opened to the whole academic community, there are still a substantial number of people unaware of the MakerSpace and all it has to offer. In order to fully</p>	

develop the potential and utilization of the MakerSpace, it is necessary to actively engage students, particularly those from non-STEM majors. This is achieved by the many workshops provided and operated in the MakerSpace. The most popular machinery at the MakerSpace are the 3D printers. These printers are a game changer as they provide the latest features in the field and allow many new possibilities; users can now 3D print using up to 50 different types of materials and fabricate objects 3 times larger than what was previously possible. Regular users are excited and eager to fully utilize the new equipment; however, the MakerSpace operations budget is insufficient to acquire a large variety of materials or to provide supplies for more than a couple large prints per month. After receiving approval by the SAF committee last year, we were enabled to purchase the necessary material to provide workshops for the 3D printing last year, which directly caused a large increase in usership of the MakerSpace by students. Due to the success of these workshops, we have expanded the number and types of workshops provided to include laser cutting, CNC milling, Vinyl cutting, and button making. The ability to run these workshops, and to continue the development of growth and utilization of the MakerSpace, depends on having SAF funding to attain the necessary materials. Possessing a sufficient amount of proper materials to be used by equipment provides momentum in advertising the versatility of possible projects students are able to realize using the resources at the MakerSpace; as well as allowing students to use these resources to their full potential. This project proposes to continue the availability of unique filaments in order to allow advanced users to explore the full potential of the 3D printers in the MakerSpace. In addition, we propose the acquisition of filament, wood, and other building materials to enable the continuation of workshops to attract new students as well as to advertise and train students of the full potential of the devices and resources available at the MakerSpace. These workshops have been, and will continue to be a great opportunity to promote a better integration of the UWB's maker community and to expand the usage of the space.

*Question:*

Need for this Program/Service (500 word limit)  
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? \* If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

There is an increasing number of students using the Makerspace as a capstone project center and for school clubs. They are frequently being turned away due the limited amount of supplies. Also, the materials necessary for the continuation of workshops being provided to students to promote and expand utilization of the MakerSpace resources depends on the continued support provided by SAF.

*Question:*

New Request or Previously Funded (500 word limit) Has this request been funded in the past? If

Parts of this request are the same as last year's SAF request, which was

<p>yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations. If this is a one time funding request, please note that in the description.</p>	<p>funded in full, including the Food/Refreshments, Printing &amp; Photocopying, and all equipment purchases for the 3D printers. We have expanded this year's SAF to include funding for additional workshops for the laser cutter, CNC mill, and vinyl cutter. In particular, we are asking for addition materials to be used by these technologies to have sufficient supplies to run these workshops.</p>
<p><i>Question:</i> Strategic Plan/5 Year Goals (500 word limit) Please describe your strategic plan or description of your key strategic goals over the next five years.</p>	<p>Our five-year goal is to officially incorporate multiple workshops for all equipment present at the MakerSpace and to continue the growth in user-ship by students, staff, and faculty. Last year was the first motion in achieving this goal as we, for the first time, provide workshops for students to learn about 3D printing and provided different types of filament for an in-depth coverage of the possibilities provided by these machines. We hope to continue last year's progress this year by continuing previous workshops as well as expanding the workshops provided to include laser cutter, vinyl cutter, and CNC mill operation. We will track the number of individuals who attend each of these events to determine their success, as well as continue to track the usage of each machine to determine increase in user-ship. We will also provide workshop feedback pamphlets to those who attend to allow analysis of what went well and what can be change to improve user experience.</p>
<p><i>Question:</i> Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * Indicate the benefits of your proposed program for students. * Estimate how many currently enrolled students will likely benefit from your proposed service or program. * Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.</p>	<p>After the initiation of the new 3D printing events last year, we began to track the number of new users to the space, as well as the number of service request made for each type of machine. From our records, we can see the addition of 94 new students using the MakerSpace in Autumn quarter alone, with 120 3D printing and laser cutting requests made from November 13th – January 15th. We expect to achieve approximately 100 new students to join the MakerSpace per quarter with the continuation and expansion of offered workshops. We also expect an increase in the number of service requests received in this corresponding time due to these workshops.</p>
<p><i>Question:</i> Financial and Operational Health (500 word limit) How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).</p>	<p>In the past year we have initiated tracking the number of new students, staff, and faculty members who have signed the MakerSpace user-agreement, as well as the number of service requests received for all machines. The user-agreement is signed by all users when they first use the MakerSpace and provides us with metrics on the number of new users. The service requests give us metrics on usage of each individual machine.</p>
<p><i>Question:</i> Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.</p>	<p>o The Makerspace is one of the most popular locations during orientation for new students; hundreds of new comers</p>

attend these welcoming sessions every year. They are generally very excited about the Makerspace at first, but the lack of follow-up events and activities for this audience makes them quickly forget about it and diminishes their rate of return. We see this initiative as a concrete way for new students to stay connected and become active members. We are planning to use appropriated funds to host three types of events for all classes of machines possessed by the MakerSpace: An Introduction for Beginners, Activities for Advanced User, and a Social Maker Event –similar to a Maker Faire– where students of all levels of skills and interests can gather to show their creations and have activities related with this theme. The beginner events will be an introduction into either 3d printing, laser cutting, CNC milling, or vinyl cutting; reaching out to people who are interested in these technologies but lack prior experience. The beginner events will take place in 3 parts. The first part will be an introduction to the technology, what benefits they provide and how they can be used. The second part will be an interactive event in which students will work with the technologies and start on their first creations. The final installment of each event series will focus on the completion of students' first project, as well as special concerns for the design and operation of the specified technology. The goals of the beginner events are to provide students with the necessary skills to design and implement creations using the resources available at the MakerSpace, as well as to increase the utilization of the MakerSpace. The advanced events will be offered as an in-depth dive into the available technologies and will entail a multitude of topics. For example, the Advanced 3D printing workshop will include the exploration of different types of filaments that the MakerSpace has to offer, maintenance and general troubleshooting for problems that might arise when using 3D printers. We plan to make the advanced events more focused around people taking skills to maintain and use cutting edge technologies in professional settings by giving people the opportunity to work with these technologies and talking about the issues they may face. Finally, we'll have a networking based final event open to all students, focused on connecting all the students that participated in the previous activities. The activities for this final event will take advantage of the knowledge and enthusiasm generated by the previous events to strengthen the relationships of students with the Makerspace and provide them an opportunity to understand how they could keep involved.

*Question:*

Salary/Wages Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please

N/A

show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

*Question:*

Programming/Events Describe the funds you are requesting in detail below. Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

N/A

*Question:*

Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities and equipment in the bottom of this box and on the spreadsheet.

o Funds will be split into the various materials needed to run the 3D printing, vinyl cutting, CNC milling, and vinyl cutting workshops. 3D printing materials will include several types of filament for the printers and nozzles for the printers. The types of filament we are requesting are not cheap, especially in volume. The uses of these filaments though are critical for exploring the uses of the 3D printers. Nozzles will be purchased to increase the longevity of the printers. When specialty filaments go through the nozzles the filaments wear out the nozzle and will make it so that they will have to be replaced. Laser cutting materials will include both plywood and acrylic to be used during the workshop to enable the demonstration of and use of laser cutting to students. Additionally, the increased use of the laser cutters in these workshops will require the acquisition of new laser cutter lenses, which are replaceable components of the laser cutter that wear down with use and directly affect the laser cutter quality and effectiveness as they wear down. Materials for the CNC mill will include wood and cutting foam for the demonstration and use of the CNC mill to students. For the vinyl cutter, we will acquire additional vinyl material to be used in the workshops to have sufficient material to provide the series of workshops. \$4,839.00 USD

*Question:*

Printing & Photocopying Describe the funds you are requesting in detail below. Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

This will be used to print posters so that the event may be advertised to those outside of the MakerSpace area. \$200 USD

*Question:*

Office Supplies Describe the funds you are requesting in detail below. Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

N/A

*Question:*

Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals> Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable per diem rates for meals. The per diem rates are available at the following link: <http://finance.uw.edu/travel/meals#perdiem> Please put total dollar amount of food

o We will be using this food budget for specific events mainly the first beginner events to help entice possible new users to this informative event of the resources available to them at the MakerSpace. We believe this food incentive will encourage the non-regulars of the Makerspace, and hope that the use of food in the first event will help bridge this gap, and encourage people to come back and use the Makerspace to its fullest. \$300 USD

refreshments in the bottom of this box and on the spreadsheet.	
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate in state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <a href="http://www.gsa.gov/portal/content/104877">http://www.gsa.gov/portal/content/104877</a> Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Operations Describe the funds you are requesting in detail below. Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at \$10 per line per month. <a href="https://itconnect.uw.edu/service/campus-telephone-services/">https://itconnect.uw.edu/service/campus-telephone-services/</a></p>	N/A
<p><i>Question:</i> Other Please include any other expenses that don't fall under any of the above categories in detail. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Total Amount Requested Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.</p>	5239.00
<p><i>Question:</i> Terms and Conditions By submitting this application, you are agreeing to the terms and conditions below: * I have read and agree with the terms and conditions of the SAF Bylaws: <a href="http://www.uwb.edu/studentaffairs/safc/safbylaws">http://www.uwb.edu/studentaffairs/safc/safbylaws</a> * I understand that late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes. * I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	I Agree

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Questions or comments?  
[Contact us](#) or email [catalysthelp@uw.edu](mailto:catalysthelp@uw.edu)

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