

# SAF Annual Proposal Form

**Question 1. \* (Indicates a required field)**

Proposing Group

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

**Question 2. \***

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

**Question 3. \***

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.

**Question 4. \***

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.

**Question 5. \***

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.

(206) 370-4126

**Question 6. \***

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.**

Jong Yoon, Club Advisor

**Question 7. \***

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

wjyoon@uw.edu

**Question 8. \***

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

TrickFire Robotics would like to request funds for robot and supply shipping, which will allow us to compete in the NASA Robotic Mining Competition. This competition challenges university students to design a robot that can extract Martian regolith in a harsh, simulated environment, taking place at the Kennedy Space Center in Florida. Our team is comprised of students ranging from Freshman to Senior, and in majors including Mechanical Engineering, Software Engineering, Physics, along with no restriction on major, or experience. Participation in this competition supports innovation, allowing students to expand their knowledge outside of the classroom and apply skills to a cutting edge field. Additionally, our team engages in community outreach events both on and off campus, and

attending this competition will expand the experience and knowledge that we can provide at these events.

**Question 9. \***

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

Being open to all students, this opportunity allows students to explore STEM and gain practical, hands-on skills. In the words of Dr. Elaine Scott, Dean of the School of STEM: "Through this event, our multidisciplinary student team will design and build a mining robot which enhance the hands-on STEM experience of undergraduate students. In addition, this will support our outreach programs through off-campus and on-campus activities that increase STEM awareness and enthusiasm." This program will allow us, as students, to apply classroom theory, and put UW Bothell at the fore-front of space exploration. Due to the difficulty in replicating the surface of the competition field, we are not able to accurately test our robot until reaching the event; similar to rovers traveling to Mars. Attending competition is our simulated mission, and will test our merit through the mining challenge, along with a team presentation to a panel of NASA engineers on our work. After finishing competition, we will be able to take our robot to events on campus to attract and engage even more students.

**Question 10. \***

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

This request has not been funded by SAF.

**Question 11. \***

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- 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.

In total, we have estimated a benefit to 100+ students. Directly, our 12 current team members will be able to experience the competition and become skilled with robot design and manufacturing. Through participation in events on campus this year alone, we have connected with over 100 students, and plan to expand our reach through workshops and events on campus, and a partnership with the UWB Makerspace. Once completed, our robot will serve as an excellent way to engage current, and incoming students, at events on and off campus. This includes reaching out to local high schools to attract new students.

**Question 12. \***

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

After participation in this program, students participants will be creating short reflective essays detailing the impact of the program on them, along with what worked and didn't work for them. This information, along with statistical data on work put into the robot and skills and tools utilized will be published to our team website.

**Question 13.**

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

**Question 14.**

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

N/A

**Question 15.**

**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 16.**

**Facilities Rentals/Set-Ups**

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, 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 in the bottom of this box and on the spreadsheet.

N/A

**Question 17.**

**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.

N/A

**Question 18.**

**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 19.**

**Food/Refreshments**

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

N/A

**Question 20.**

**Equipment Rentals/Purchase**

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

N/A

**Question 21.**

**Transportation**

Describe the funds you are requesting in detail below (indicate in state/out of state, 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 in the bottom of this box and on the spreadsheet.

\$850 – Funds to ship our robot and pit supplies to the Kennedy Space Center in Florida, where the competition will be held.

**Question 22.**

### Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

N/A
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### Question 23.

#### 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.

<https://itconnect.uw.edu/service/campus-telephone-services/>

N/A
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### Question 24.

#### Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

N/A
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### Question 25. \*

#### 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.

\$850.00 – Robot and Pit Supply Shipping Costs.

**Question 26. \***

**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: <http://www.uwb.edu/studentaffairs/safc/safbylaws>
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.