



PLEASE NOTE: WORKSHEET ONLY.

This worksheet is for preparation purposes only. Please submit formal application via Microsoft Form (which can be found on the STF website).

ALSO NOTE:

Fillable PDFs do not save automatically. Users must manually save their work to avoid losing progress.

Student Technology Fee Committee Proposal Application For 2025 - 2026 First Funding Cycle

About the Student Technology Fee

The UW Bothell Student Technology Fee Committee defines technology as enhancing and improving the quality of student learning through technology services and equipment such as (but not limited to):

- Electronics (ie. Televisions, computers, VCR/DVD player, cameras, etc.)
- Software
- Computing systems
- Mechanical engineering (dealing with machines)

Things to Note

- Funding decisions will be based on the benefits provided to the student body.
- The UW Bothell Student Technology Fee Committee will not fund equipment that is required for course instruction.
- Immediate exclusions that will not be funded: furniture, consumable equipment or recurring maintenance, salaries for full-time or part-time staff or students, or wireless networking beyond the University's central deployment.

Infrastructure

The Student Technology Fee Committee will fund initial infrastructure costs (that aid in supporting the technology) from the wall out. Wall mounts and cable installations are examples of infrastructure that would be funded by the committee. There are certain infrastructure costs that the STFC will not fund, such as core drilling or living ports.

Insurance Disclaimer

Most tangible items over \$2,000 with a useful life of one year or more are considered equipment. Insurance is required for these items and is not fundable by the STFC, even if the items are.

Proposal Requirements

Proposals must:

1. Show that the primary benefit is to students
2. Include a summary of student input
3. Provide a long-term plan for operation
4. Address issues of student access

Final Notes

If you are unsure if your application will qualify based on the definitions of Infrastructure and Technology, we still would encourage you to submit the application. We also recommend that you refer to our bylaws prior to submitting the application.

Please use this worksheet to prepare your proposals. All proposals will need a signed copy of the "Letter of Consideration" for both IT and Facilities. STFC suggests that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu), Gonca Eren of IT(geren@uw.edu) before being submitted. We recommend that you give these departments two weeks to review your proposal before you submit your application.

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Proposal Applications need to be submitted to STF Committee by 11:59 PM on March 16th, 2026.

* Required

* This form will record your name, please fill your name.

1. Email Address *

2. Proposal Title *

3. Shortened/Abbreviated Proposal Title (this is just for making it easier to organize the files)

4. Contact Person *

5. Contact Person Email Address *

6. Contact Person Phone Number *

7. Campus Affiliation of Submitter *

Student

Staff

Faculty

8. Is This Proposal Student Initiated? *

Yes

No

9. Describe the Benefits to Students *

10. Limited to UW Bothell students? (For example can Cascadia students use the resources from this proposal) *

- Yes
- No

11. Which department will house and support the equipment? *

12. Name of Staff/Faculty Contact Person from department *

13. What is the fiscal contact email address for department that will be doing the purchase?

14. What kind of support will you be receiving from this department? Check all that apply (It's best if you have a plan for all of these): *

- Purchasing of items
- Management of the item(s)
- Maintenance of the item(s)
- Security of the item(s)
- Replacement of the item(s) in the event that it is stolen or broken
- Cleaning of the item(s)
- Moving the item(s)
- Receiving, storage and surplus of the item(s)

15. What is the department's plan for overseeing and maintaining the requested technology? *

16. Please submit a letter of confirmation recognizing the responsibility that the department is taking on from the Dean/Director. You can find the form here: department endorsement and letter of support here: https://uwnetid-my.sharepoint.com/:w/g/personal/uwbstf_uw_edu/ESv2eBO03MBJIP-zYFkV8g8BvEmb_AsNnxkeExyWmSi_PA?e=vZHWy9 *

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17. Is this proposal being resubmitted after being previously declined? *

- Yes
- No

18. Is this a request for the long-term account?
(Long-term funds granted must be used within three years) *

- Yes
- No

19. Request Submitter has read and understands the STF guidelines
(https://uwnetid.sharepoint.com/:w/s/og_uwbsao/STF/EVml841ZmKZOnU1_GFS7ADEBjtA0PB_0Te_2aql08DqVA7g?e=oEf4Zg) *

- Yes

20. Required Consultation:

In order to ensure that equipment funded by the STF is properly maintained and overseen, it is required to be owned by a relevant UWB department or school. Before submitting this proposal, you must consult with the director or dean of a relevant UWB department or school which will take ownership of the equipment/items if funded. For example, IT check-out equipment should be endorsed by UWBIT, equipment installed in the library should be endorsed by the library, etc. *

- Yes, I have consulted with a Director or Dean of a Program or School that will be responsible for housing and supporting the proposed technologies.

21. Name of Director or Dean *

22. Dean/Director Phone Number *

23. Dean/Director Email Address *

24. Level of Access for Technologies Requested *

- No Restriction: Resource may be used by all UW students. A UW NetID may be required for use.
- Registration Restriction: Resource may be used by all UW students once registered with the resource owner. Note that registration is not an application and may not be denied.
- Appointment Restriction: Resource may be used by all UW students by appointment with the resource owner.
- Priority Restriction: Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.
- Restricted Resource: Resource use is restricted to certain students or an application is required for use.

25. If the level of access is not "No Restriction", explain why, and what benefit there is in restricting access to the technology:

26. Describe the proposal in detail *

27. Describe/list the resources currently available on campus which are relevant/similar to the proposal *

28. Describe/list the resources that are required for the proposal *

29. Provide a timeline in which the proposed technologies would be installed and implemented *

30. Other Supporting Department Endorsement *

31. Long-Term Operation Plan and Department Support *

32. Include a description of why you believe the student body would support this proposal. This could come in the form of student testimonials, surveys, previous usage data, anecdotes, etc. *

Budget Worksheet

Please use the template attached here: https://uwnetid-my.sharepoint.com/:x/g/personal/uwbstf_uw_edu/EQ-sz74ZarVLmwnPvhcMDYEBb9ynMEznHnUiA4J1nPj_Jg?e=H8LVOh

Please include: delivery fees, installation costs, tax, and other potential expenses. This budget must be accurate and not estimated, as the STF Committee cannot approve expenses above the line item totals listed in this budget.

Please include item descriptions sufficiently detailed that the exact item can be found by its description if at all possible.

If additional space is required, a spreadsheet with the required information may be attached in lieu of the above worksheet.

33. Submit Budget here: *

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34. Total dollar amount requested (including tax) *

35. If there are any warranties for items in your application, what do they cover?

Letters of Consideration and Comments

STFC requires that proposals be reviewed by Dan Sullivan of Facility Services (2-3777; sullid@uw.edu) and Gonca Eren of IT(geren@uw.edu) before being submitted. We recommend that you give these departments **two weeks** to review your proposal before you submit your application.

Please attach emails from these departments that show that should have consulted with them about your proposal.

36. Upload Facilities' Letter of Consideration here: *

 Upload file

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37. What have you done to address Facility's concerns? *

38. Upload IT's Letter of Consideration *

 Upload file

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39. What have you done to address IT's concerns? *

40. Is there anything else you want the committee to consider as part of your application?

41. Are there any extra files you would like to submit with the application?

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