Introduction

Welcome to the Eastern Washington University Student Technology Fee Committee (STFC) proposal worksheet / guide. This worksheet will help you through preparing your STF proposal and entering it into the Online Proposal system. You do not need to turn this worksheet in.

The Online Proposal System is designed to help you create your proposal efficiently and help the STFC manage workflow.

If you have any trouble, please contact the STF Consultant, Matt Brown, at 509.359.6972 or matt.brown@mail.ewu.edu.

Before you begin, you will need to have a good idea about exactly what you want to propose. Information about the committee’s funding policies can be found on the proposals page of the committee’s website at http://techfee.ewu.edu/

Accessing the Online System

http://techfee.ewu.edu/proposals/

If you have not used the system before, please click on Sign In and then Register to use the System. Login with your STF EWU Account. You will then be asked to register. Once you have registered you can login to the system.

Creating your first proposal

Please keep in mind that the entire proposal should be 10 pages or less in length.

After you have logged in you will be shown a page with links to other helpful documents. Once you finished browsing the documents and you are ready to begin a proposal, click on Create a New Proposal.
Proposal Page 1: Contact Information

Signatures of these people will be required when you are finished with your proposal.
You will need to identify four people:

- Primary Contact
- Department Chair
- College Dean / Unit Head
- Vice President

The primary contact will probably be you. Department Chair (for most proposals is a department chair or person in charge of your unit). The dean is the dean directly over your unit or department. The Vice President is the vice president of your department; normally this would be the person your dean reports to.

These people **must sign off** on your proposal to confirm the commitment of space and other resources before the committee will consider your proposal.

For each of these people, you will need a name, title, box number (mail-stop), e-mail, and phone number.

After filling in the contact information on the online form click “Save and Continue” to save this page and go to the next page.

Proposal Page 2: Proposal Information

Proposal Title
Choose a title for your proposal. The title should be short and descriptive.
ex. “Wireless laptops for JFK Library” or “PUB Lab Upgrade / Renewal”

Title: _______________________________________________

Proposal Abstract
Now, you will want to write a short abstract of your proposal. This should be a short paragraph of 3-8 sentences that describes the proposal concisely and clearly. The committee will use your abstract to identify and remember your proposal. The committee usually considers 20-30 proposals each year, so a good abstract can keep the goals of your proposal fresh in the committee members’ minds.

Basic Proposal Information:
Is this your first application for funding?
Where will the proposed resources be located?  
(building / room / campus)
Is this funding proposal student initiated?  
(Have students made an effort to encourage your department to create this proposal or was the demand from the department/administration?)
Proposal Page 3 & 4 - Proposal Information
This part of your proposal is the bulk of the information.

The next six questions allow you to describe your proposal in depth. Provide enough information to communicate your proposal effectively to the committee. You will only be able to provide text in your discussion. If you have other relevant data (e.g. graphs, charts, survey results, stats), attach the sheets to your final hard copies that you turn it.

Proposal Overview & Existing Environment:
Please provide a summary of the existing environment, the resources available, the resources needed, and the benefits to be derived from the provision of additional resources.

Relationship to STF Program Intent and Scope of Impact of the Request:
Please describe the project in detail, and show how the project relates to the STF program intent. Special attention should be given to defining the scope or breadth of impact the proposal will have on Eastern's students in general or students in a particular course of study.

Project Budget:
This is not an itemized list of items you are requesting. You will add those Items on page 5 of this Online Proposal System. You may come back to this later if needed. Please detail the estimated cost of the project, including those costs that will be borne by the proposing organizational entity. The STFC will give additional weight to proposals where additional funding is provided by either the organizational entity or other sources. Funds requested from the STF project must be clearly indicated and must match the total shown on the project summary sheet. The proposer should make every effort to determine accurate costs for the proposal.

Trickledown Equipment
Please describe any existing hardware / software, including both quantity and specifications, which will be coming back to the STFC for redistribution, trickledown, or surplus. Also include recommendations, (if any), as to where the STFC should relocate the trickle-down equipment.

Impact upon Existing Resources:
Please describe how the project will impact existing resources. Special attention should be given to space availability and preparation (e.g. current use of space, relocation issues, etc.), impact on data transmission networks (e.g. sources accessed, networking equipment, etc.), personnel (e.g. staffing support, etc.), and site preparation issues (furniture, electrical, lighting, etc.). This section of the proposal also must identify anticipated costs of: maintenance, annual software renewal, operational support, staffing, supplies, and other expenses which may arise as a result of this project being funded.

Project Schedule:
Please describe the overall implementation schedule of the project. Proposers should assume that project awards will be made by the end of Spring Term. The project schedule should identify project milestones with target completion dates. Project
schedules should take into account that all STFC funds awarded to proposers must be spent or returned by December 31st of the year in which funds were awarded (All purchasing is done through the STF Consultant).

**Project Constraints:**
Please list any known external or internal factors that could impact the project schedule, project objectives, or the project budget (e.g. if external approval is required for network or facilities changes, or if funding must be received by a certain date).

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**Proposal Page 5 – Requested Items / Requested Funds**

Now that you’ve finished the proposal discussion, you’ll need to prepare a budget for your proposal. Common items have already been priced and entered for your convenience, enabling you to choose just the item, priority and quantity. For any other item you are requesting, you will need to provide the following information.

- **Short Description** (e.g. Graphics Station)
- **Category** (Workstation, Hardware, Software or other)
- **Cost per Item** (be specific, get quotes, round to nearest dollar)
- **Priority** (1st Priority, 2nd Priority)
  - Should the committee need to cut down your proposal which items would you want to be cut first. 1st priority items are the items you absolutely need where 2nd priority items are items that you could live without if you had to
- **Quantity Requested**

After you have submitted all your items, the final step is to click on the printer icon to preview your proposal. This is perhaps the most important step. Please check for spelling mistakes and other areas that can be unclear. Make sure that your proposal is concise, yet has enough information and justification. The committee reads quite a few proposals during each funding cycle and a clear proposal makes the process much easier.

You can print and preview your proposal from the main menu section. After you are satisfied, click on Submit Proposal. Please keep in mind that the entire proposal should be 10 pages or less in length.
Turning in Your Proposal

If you choose to submit your proposal, after clicking the “submit proposal” button you will need to print your proposal.

Gathering Signatures
The first page of your proposal will contain a signature section of all your contacts. You must gather the signatures of all 4 of the contacts listed on the page.
- Vice President
- Dean / Unit Head
- Department Chair
- Primary Contact

Space Committee Sign-off
If your proposal requires a re-allocation of space or a re-purpose for a room you will need to acquire approval from the University Space Committee.

Networking Sign-off:
If your proposal will be making any changes to the University Network, adding servers, adding computers or equipment to labs, adding ports to rooms or any type of wireless / networking devices you will be required to acquire approval from Enterprise Systems. The Networking Approval Form can be found here: http://techfee.ewu.edu/docs/STF_Networking_Approval_Form.pdf

Final Proposal Submission
Once you have gathered the signatures, send 12 copies of the proposal along with any attachments you want to include to:

ASEWU
Attn: Student Technology Fee Committee
303 Pence Union Building

The committee must receive the completed proposal and signature page before the proposal deadline. The committee will not consider any proposal without a completed signature page. Therefore, it is imperative that you submit your proposal into the database far enough in advance that you can collect the required signatures.

Congratulations! You’ve submitted your proposal to the committee.
Frequently Asked Questions (FAQ)

Q: I’ve forgotten my proposal password. How do I access my proposal?
A: Visit https://accounts.ewu.edu/ to reset your password.

Q: I began the proposal process, but have decided I no longer want to submit a proposal. Can I delete my proposal from your database?
A: To delete your proposal, from the main menu check the box corresponding to the proposal and click the delete key.

Q: Why do I need the approval of a Dean and Vice President for my proposal? Isn’t approval by the Chair of my department enough?
A: Although approval of your department is important for the success of your proposal, the committee does require approval at the Dean and Vice President level. If your proposal is approved, your department will be expected to provide facilities and staff to operate the funded equipment for at least three years. Approval by the Dean and Vice President will help ensure that adequate facilities to support the proposed equipment are and will continue to be available.

Q: Are the signatures really required?
A: Yes! The STFC will not consider any proposal without a completed proposal including signatures on the first page.

Q: I’m not sure if what I’m asking for is something that the committee will fund. Can I meet with a committee member to discuss my proposal before I submit it?
A: Yes. Committee members do their best to try to meet with people and discuss proposals before the proposal deadline. Although one committee member cannot say for certain if the committee will fund all or part of a proposal, they can provide tips about what has been funded frequently in the past and what definitely cannot be funded. E-mail matt.brown@mailserver.ewu.edu to request that a committee member contact you.

Q: Are 12 signed paper copies really required?
A: Yes! The STFC only considers proposals which have been fully marked as complete in the online system, printed signed and turned in with 12 copies to the ASEWU by the posted deadline. Proposals otherwise will not be evaluated.