

# Student Technology Fee Committee

## 2001-2002 Proposal Worksheet

### Introduction

Welcome to the Student Technology Fee Committee (STFC) proposal worksheet. This worksheet will help you through preparing your STF proposal and entering it into our database system. This document is designed to be interactive, so as you read along, follow the directions.

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://depts.washington.edu/techfee>. We recommend that you read the Request for Proposals (RFP) and the "Really Great Proposals" documents carefully. You may also want to scroll forward and take a look at what questions you will be asked on this worksheet.

The proposal process includes a series of five steps:

- Step 1 – Proposal Overview
- Step 2 – Proposal Discussion
- Step 3 – Budget
- Step 4 – Entering Information into the STFC Database
- Step 5 – Gather Signatures

After the five steps, this document discusses other options and functions included in the web database system as well as frequently asked questions. If you have a question at any time, contact the committee at [techfee@u.washington.edu](mailto:techfee@u.washington.edu). Remember to save this document frequently as you type in your proposal details.

### Step 1 – Proposal Overview

Let's begin! First, you will need to have a password ready to use for your proposal. This is the password that you will need to edit your proposal in case you don't finish everything in one sitting.

**Password (this will show up on the screen):** CARTAH

Next, choose a title for your proposal. This should be short, no more than one line.

**Title:** CARTAH Lab Enhancement and Refresh

Now, you will want to write a short abstract of your proposal. This should be a short paragraph of 6-7 sentences, that describes the proposal concisely and cleanly. The committee will use your abstract to identify and remember your proposal. The committee usually considers over 50

proposals each year, so a good abstract can keep the goals of your proposal fresh in the committee members' minds.

**Enter your proposal abstract below. This should be about one paragraph with six to seven sentences.**

This proposal has two main goals. The first is to replace current aging computers in CARTAH's labs. This will be CARTAH's first lab wide system refresh. The second is to enhance our digital video program. CARTAH has begun to work with the Cinema Studies program at the UW to help provide students with the tools and practical expertise to develop independent video projects. The additional equipment will enable us to aid more students from this program, as well as from the general student population.

Next you will need to provide some basic data about your proposal. First, we need to know what department you are from.

**Department or Unit Name: Center for Advanced Research Technology in the Arts and Humanities (CARTAH)**

Now we need to know if this is your first application for funding for your department or unit. If you aren't sure if your department or unit has applied before, contact the committee at [techfee@u.washington.edu](mailto:techfee@u.washington.edu) and we can find out for you.

**Is this your first application for funding?** No

The next question is about student access to the resources you are about to propose. Your choices are:

- No Restrictions (any UW student may use the proposed resource)
- Campus Unit Gets Priority (e.g. students in your department get first priority to use the resource)
- By Appointment (an appointment is required to use the resource)
- No Access (students may not use the resource)

Don't worry if your proposal doesn't fit directly into one of these categories. You'll have a chance later to explain everything in detail. For now, just choose the "best" answer.

**How will students access this resource if funded:** By Appointment

Next, you need to say which building and rooms your proposed resource will be located. This is important because your department or unit will be committing this space, which represents a major contribution to your proposal.

**In what buildings and rooms will the resource be located?** Thomson 09, Thomson 35A, Music 12

Your next question is if this proposal is a result of student requests. In other words, whether this proposal is driven or initiated by students.

**Is this proposal the result of student requests? No**

Last, you will need to provide some contact information. You will need to identify four people:

- Primary Contact
- Dean / Vice President
- Budget Coordinator
- Concurrence

The primary contact will probably be you. The dean / vice president is the dean or vice president of your department or unit. This person must sign off on your proposal to confirm the commitment of space and other resources before the committee will consider your proposal. No substitutions (e.g. directors, department chairs) are allowed. The budget coordinator is the person who is in charge of maintaining the budgets for your department or unit. Concurrence is one additional approval of your choice. For most proposals, this is a department chair or person in charge of your unit.

For each of these people, you will need a name, title, box number (mailstop), email, and phone number. Enter the information in the table below:

**Primary Contact**

<b>Name</b>	Richard Karpen
<b>Title</b>	Director
<b>Department/Unit</b>	CARTAH
<b>Box</b>	353680
<b>Email</b>	<a href="mailto:karpen@u.washington.edu">karpen@u.washington.edu</a>
<b>Phone</b>	3-4218

**Dean / Vice President**

<b>Name</b>	Julie Stein
<b>Title</b>	Dean
<b>Box</b>	353765
<b>Email</b>	<a href="mailto:jkstein@u.washington.edu">jkstein@u.washington.edu</a>
<b>Phone</b>	6-7519

**Budget Coordinator**

<b>Name</b>	Michael Furr
<b>Title</b>	Program Assistant
<b>Box</b>	353680
<b>Email</b>	<a href="mailto:furr@u.washington.edu">furr@u.washington.edu</a>
<b>Phone</b>	3-4218

## Concurrence

<b>Name</b>	Jennifer Bean
<b>Title</b>	Assistant Professor
<b>Box</b>	354338
<b>Email</b>	<a href="mailto:jmbean@u.washington.edu">jmbean@u.washington.edu</a>
<b>Phone</b>	6-6781

## Step 2 – Proposal Discussion

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), make it available on the web and include the address in your discussion.

### Background

Discuss the context for the proposed project. Describe the population of students in your department/unit and how they currently use technology to achieve their educational, teaching, and research goals.

CARTAH serves students, staff, and faculty of the University of Washington. Our mission is to provide the University of Washington community with advanced technical resources for work in the arts and humanities. CARTAH is open to all students of the University of Washington, with preference given to students in the arts and humanities. CARTAH is a project based lab. Students come to us with research ideas that require equipment and expertise that is otherwise often only found in restricted labs, if at all. CARTAH provides help and expertise in formulating and completing complex student based video, audio, print publishing, and web based projects. Virtually all student proposals are accepted.

In addition, CARTAH has begun to work with the Cinema Studies program to help provide access to video production and post-production equipment, as well as practical expertise for students interested in doing independent video work and as part of their academic studies. The additional equipment would allow us to substantially expand our video services to these students, as well as the general student body.

### Benefits to Students

Discuss how students will benefit from this proposal. This might include how this proposal will increase students' marketability for future careers; how this proposal will meet computing needs not currently met by existing resources; how this proposal will enhance students' education, teaching, and research activities.

Over the past several years CARTAH has enjoyed unprecedented growth. Much of this growth has been made possible by the generous contributions from the Student Technology Fee. The first part of this proposal is intended to replace existing PC and Macintosh workstations. We

intend to replace 12 Macintoshes and 12 Windows and Linux based PCs. The replaced machines range from 300MHz G3 to 500MHz G4 Macintoshes and 200Mhz Pentium to 800Mhz PII PCs. These workstations are used for digital imaging, desktop publishing, digital audio and computer music, and web development. Because of the demanding nature of the work done at CARTAH, these machines are reaching the end of their useful lifespan. The replaced computers would be distributed as per the agreement made between the School of Arts and Sciences and the Student Technology Fee committee. This will be CARTAH's first complete lab refresh.

The second part of the proposal is intended to expand our already extensive video production facilities. Demand for video production has consistently outstripped supply. Also, CARTAH has begun to work with the Cinema Studies program to help provide students in that program the tools to develop independent video projects. This equipment will help us open our video production lab to these students. We hope to add three new video workstations, complete with video software one video VCR 'stack', as well as update our existing video production software to the latest versions.

### **Access**

Describe who will be using or will have access to the resources being proposed. If this is not a general access resource (i.e. available to any registered student), discuss what restrictions will be placed on resource use. Include hours of availability. Note that the Tech Fee Committee strongly encourages proposals to include a mechanism to allow all student access.

Access to CARTAH is available to all students, faculty and staff of the University of Washington who submit a structured research proposal. This can be done simply from CARTAH's web site. Students are offered help in constructing cogent research proposals, and virtually all student research proposals are accepted. CARTAH is open from 8:30 to 4:30 every weekday.

### **Resources**

Discuss currently available financial, personnel, and space resources devoted to technology and level of support. Include dollar amounts if possible. Describe how these resources will leverage this proposal if funded.

CARTAH consists of two working labs in two buildings, suites 9 and 35 Thomson Hall, and 12 Music Building. CARTAH provides three permanent technical support staff, a permanent office support person, four Graduate Student Assistants, and a number of workstudy students, all available to advise students and support the labs. These labs already have extensive video, graphics, audio, and animation facilities funded through industry grants, CARTAH and university funds, as well as previous STF grants. New equipment would be integrated into these labs, and would enhance an already successful program of independent student research. CARTAH also has an annual supplies budget of \$35,000 used to support these labs.

## **Timeline**

Provide a time-line showing how the proposed project can be completed during the support period. Note that the STFC is flexible regarding implementation delays due to issues such as space renovation.

CARTAH will purchase and install new equipment as soon as funds become available.

## **Departmental Endorsements**

List all participating units and include the endorsements of the supporting deans, vice presidents, chairs, faculty, and staff. The STFC supports efforts to provide partial funding or external support for projects. Please describe any efforts in this area.

Part of this proposal is intended to directly support students in the Cinema Studies program at the University of Washington. Professor Jennifer Bean ([jmbean@u.washington.edu](mailto:jmbean@u.washington.edu)) has expressed her strong support for this proposal, and we look forward to working with students in that program.

## **Student Endorsements**

Add student-derived data supporting student need. This might include testimonials, polls, data regarding current use of services or student preferences.

CARTAH has over 200 current ongoing student initiated projects, and over three quarters of all CARTAH projects are student initiated project. Below is a small sample of current student based CARTAH projects that would benefit from this proposal. The project descriptions are take directly from our website <http://www.washington.edu/cartah>.

### **Kendall C. Watt, Comparative History of Ideas (CHID)**

Contact [ttawck@u.washington.edu](mailto:ttawck@u.washington.edu)

#### **What About Berlin?**

This video will explore tourism in a specific urban context. It will attempt to portray Berlin as a city recently made available to the international public as a means of relaxation, amusement and education, via real-life images of the city. The video is the completion of a project for the CHID Fall 2001 Berlin program, and will be focused on one the main issues addressed during this program: urban space.

### **Susan Pearlman, Cinema Studies**

Contact [spearlma@hotmail.com](mailto:spearlma@hotmail.com)

#### **Doing Time**

Doing Time is a documentarial representation of the second book of Dante's Comedy, Purgatorio. For this documentary, inmates of local prisons will be interviewed for their thoughts on doing

time, love, their situation, their lives before and after incarceration, and other Purgatory related themes. This project is both an extension of Italian 480--a class on Dante's Comedy, and an independent study sponsored by Donna Yowell and Albert Sbragia.

**Justin Gunnell**, Art and Linguistics

Contact [justindia@netscape.net](mailto:justindia@netscape.net)

**Web Design using Macromedia Flash and Dreamweaver**

This project will allow me to attain facility in Macromedia Dreamweaver and Flash in order to artistically design web pages, namely for the UW-World-Wide Sichuan University Collaboration's Biodiversity project. This webpage will contain program information in both English and Chinese, animated themes using Flash 5, some additional advanced features, as well as an interface for participating students. Fontographer will be utilized in creating unique fonts in several languages including Chinese and English.

**Susumu Kamijo**, Fine Arts

Contact [sk777@u.washington.edu](mailto:sk777@u.washington.edu)

**MFA project**

This film is going to be stories of my paintings and drawing. Each story is 5-10 min long. I am going to film this project with my DV camera, and would like to use editing computer at CARTAH to make the film more artistic and smooth.

**Lisa Darms**, Fine Arts-Photography

Contact [lisadee@u.washington.edu](mailto:lisadee@u.washington.edu)

**MFA Digital work**

I am a graduate student in photography using digital technologies to investigate how art is changed by the absence of the artist's hand. My digital work currently references the crafts of tiling and weaving. It is also an investigation into grafting and genetic engineering, or the weaving together of disparate creatures.

**David S. Levitt**,

Contact [figment@u.washington.edu](mailto:figment@u.washington.edu)

**Lander Student Gallery Catalog**

I have been working to make the display case in the Lander lobby open for students to post their art work. The first installment of this gallery is already on display. The artwork will be rotated on a weekly or bimonthly basis, depending on how many requests are submitted. I would like to make a record of what works have been displayed by taking digital photographs of the

display cases, and then showcasing these photographs on my student website for a wider audience.

### Step 3 – Budget

Now that you’ve finished the proposal discussion, you’ll need to prepare a budget for your proposal. For each item you want to purchase, you will need to provide the following information.

- Short Description (e.g. Graphics Station)
- Item Type (Choices are: Hardware, Software, or Other)
- Cost per Item (be specific, get quotes, round to nearest dollar)
- Quantity
- Justification (include manufacturer, model number, specifications, and how this items fits into your proposal goals)

It’s easiest to compile this information on a separate sheet of paper or in a spreadsheet. Also figure the total shipping charge and sales tax. Note that the UW must pay sales tax on all items, even if they come from out-of-state.

<b>HARDWARE</b>	<b>COST</b>	<b>NUMBER</b>	<b>TOTAL</b>
Macintosh G4 Dual 800MHz, 1GB RAM, 80GB HD, 21" CRT Monitor	\$4,470.00	15	\$67,050.00
Dell 2GHz P4 Workstations, 1GB RAM, 80GB HD, 21" CRT Monitor	\$3,940.00	12	\$47,280.00
MOTU 24 Channel Digital Audio Interface. These will be used to replace existing soundcards that won't work with newer systems.	\$1,250.00	4	\$5,000.00
Sony DSR-20 DVCam VCR Deck. This will be the primary video 'stack'	\$3,100.00	1	\$3,100.00
Sony DSR-11 DVCam NTSC/PAL VCR Deck. This will be used for creating and reading PAL format DV tapes, as well as act as a second DV deck for the video 'stack'	\$2,500.00	1	\$2,500.00
Panasonic AG-1980 SVHS VCR Deck	\$1,400.00	1	\$1,400.00

## Deck

Active 4x4 Video Switch + Cables	\$700.00	1	\$700.00
Sony 13" Studio Monitor	\$1,200.00	1	\$1,200.00
Sony MDR-7506 Studio Headphones	\$100.00	4	\$400.00

## SOFTWARE

Apple Final Cut Pro 3.0 Upgrade	\$200.00	6	\$1,200.00
Apple Final Cut Pro 3.0 Full	\$300.00	2	\$600.00
Adobe AfterEffects 5.5 Upgrade	\$110.00	4	\$440.00
Adobe AfterEffects 5.5 Production Bundle Upgrade	\$600.00	1	\$600.00

SHIPPING	\$1,150.00
TAX	\$11,671.00
<b>TOTAL</b>	<b>\$144,291.00</b>

## Step 4 – Entering Information into the STFC Proposal Database

Now you're ready to enter your proposal into the committee's web database system.

Leaving this document open, start your web browser, go to <http://depts.washington.edu/techfee>, and select the link for proposals. Then, select the link for the proposal database.

You should see the "STFC Proposal Database" screen. Choose "New Proposal" from the menu on the left side of the screen. You'll be presented with a screen that asks each of the questions from Step 1. Scroll up to Step 1 now and copy your answers into the web form.

After you have entered the Step 1 information, click "Next". The database will give you a proposal number. Keep this number handy and reference it whenever you write to the committee.

**Proposal Number:** 2002-392

Click "Next" again to move ahead. This screen allows you to enter all of the discussion from Step 2 into the database. Copy the information from this document, and paste it into the appropriate boxes. When you are finished, click "Next".

Now you will need to enter your budget data from Step 3. Click the “Add Item” link to add the first item to your budget. Fill out the form and click the “Add Item” button when you are finished. **Only enter numbers into the spaces for “Cost per Item” and “Quantity”.** Adding anything else into these fields will keep our database from computing your total correctly. Also, round your prices to the nearest dollar. After you have finished entering your first item, the database asks if you would like to enter another item. Continue entering items until your budget is complete.

After you have entered all of your items, you’ll see a list of everything in your budget. To remove an item, click the “Delete” link.

Once you have your budget finalized, enter your total tax and shipping charges. After you have everything in, click “Next”.

Now, the database will offer you a choice. You can submit your completed proposal to the committee, or save it and exit.

- If you click to submit your proposal to the committee, you won’t be able to make any more changes to the proposal. Your proposal details will also become visible to the public. This will allow you to move on to Step 5.
- If you click to save your proposal and exit without submitting, you will be able to come back later and change your proposal. Your proposal details (except for the budget total) will not be visible to the public. Your proposal is **not complete** until it has been submitted and you have completed Step 5. See the instructions below labeled “How to edit a proposal that hasn’t been submitted to the committee” to continue your proposal later.

## Step 5 – Gather Signatures

If you choose to submit your proposal, you will be presented with a signature page. This page contains your proposal number, title, total funds requested, and abstract. You must print this page out and gather the signatures of your primary contact (i.e. you), your dean or vice president, budget coordinator, and the person you selected as concurrence. Once you have gathered the signatures, send the page to the committee via campus mail to the address printed at the top of the signature page.

The committee must receive the completed 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. Save this document as a record of your proposal.

## Using the STFC Proposal Database System

This section of the worksheet includes “How To” instructions for using different parts of the STFC Proposal Database. Topics include:

- How to edit a proposal that hasn’t been submitted to the committee.
- How to print out a complete copy of your proposal or signature page.
- How to submit comments about a proposal.

### **How to edit a proposal that hasn’t been submitted to the committee**

To edit a proposal that has not yet been submitted to the committee, first go to the database through the proposal page of the STF website at <http://depts.washington.edu/techfee>. Next, find your proposal using either the “Search” or “Browse” buttons on the left side of the main database screen. Once you have your proposal selected, choose “Log in to edit your proposal…” from the choices at the top of the screen. You will be prompted for your proposal password (which should be listed under “Step 1” of this worksheet).

You should now see some choices about what to do with your proposal. Choose “Edit Your Proposal”. You will be presented with a form to update the data from Step 1 of this worksheet. Update any details that have changed and click the submit button at the bottom of the page. Now you will see the revision history for your proposal. New proposals will only have one version. When you have found the version you wish to edit, click the “EDIT” link on the right side. **Do not choose to start a new revision.** You will now see the form to edit your proposal discussion from Step 2. Make any changes and click the “Next” button at the bottom of the form. You can now see a screen where you can edit your budget. Again, make any changes and click “Next”.

You are now presented the opportunity to submit the proposal to the committee or save and exit without submitting.

- If you click to submit your proposal to the committee, you won’t be able to make any more changes to the proposal. Your proposal details will also become visible to the public. This will allow you to move on to Step 5.
- If you click to save your proposal and exit without submitting, you will be able to come back later and change your proposal. Your proposal details (except for the budget total) will not be visible to the public. Your proposal is **not complete** until it has been submitted and you have completed Step 5. See the instructions below labeled “How to edit a proposal that hasn’t been submitted to the committee” to continue your proposal later.

### **How to print out a complete copy of your proposal or signature page**

You can print out a complete copy of your proposal at any time. You can print out a duplicate of the signature page for your proposal after you have submitted the proposal to the committee.

First, go to the database through the proposal page of the STF website at <http://depts.washington.edu/techfee>. Next, find your proposal using either the “Search” or “Browse” buttons on the left side of the main database screen. Once you have your proposal selected, choose “Log in to edit your proposal ...” from the choices at the top of the screen. You will be prompted for your proposal password (which should be listed under “Step 1” of this worksheet).

After entering your proposal password, select “See the signature page or a printable version of your proposal” from the menu. You can then select which revision of your proposal you would like to see by clicking the number in the first column. If you have submitted your proposal to the committee, you will also be able to click the revision number in the second column to see a duplicate of your signature page.

### **How to submit comments about a proposal**

You may encourage students, faculty, and staff to submit comments about your proposal through the database system. To submit a comment about a proposal, first go to the database through the proposal page of the STF website at <http://depts.washington.edu/techfee>. Next, find the proposal using either the “Search” or “Browse” buttons on the left side of the main database screen. From there, choose “Submit a Comment about this Proposal”. Fill out the form and click the submit button.

## Frequently Asked Questions (FAQ)

*Q: I've forgotten my proposal password. How do I access my proposal?*

A: Email [techfee@u.washington.edu](mailto:techfee@u.washington.edu) to get a new password. Please specify the proposal number in your email.

*Q: In the database, I see an option to start a new revision. What is that?*

A: Proposals that aren't fully funded during the first round are eligible to be revised and resubmitted to the committee. When you choose to start a new revision, your original proposal is retained as-is. You can then post new information into the revised proposal and submit the revised proposal to the committee for the second funding cycle. More information about submitting a revised proposal will be made available after the first round funding decisions are made.

*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, send an email to [techfee@u.washington.edu](mailto:techfee@u.washington.edu) including your department name, the proposal title, and the proposal number.

*Q: Why do I need the approval of a Dean or 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 or 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 a Dean or Vice President will help ensure that adequate facilities to support the proposed equipment are and will continue to be available.

*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. Email [techfee@u.washington.edu](mailto:techfee@u.washington.edu) to request that a committee member contact you.