

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. 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: DXArts Performance, Film, and Art Installation Support Equipment

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 is the first STF proposal from the new Center for Digital Arts and Experimental Media (DXArts), a new degree-granting program at the University of Washington. The goal of this proposal is to provide students involved in the new DXArts program with professional sound systems and video equipment to support performances, art installations, and digital film productions presented in small, medium, and large venues. DXArts is a direct extension of CARTAH, and equipment will also be available to the general student body as part of approved CARTAH projects.

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 Digital Arts and Experimental Media (DXArts)

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 and we can find out for you.

Is this your first application for funding? Yes

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? Housed in Thomson 9, but checked out for small medium and large venues.

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

Name	Richard Karpen
Title	Director
Department/Unit	CARTAH
Box	353680
Email	karpen@u.washington.edu
Phone	3-4218

Dean / Vice President

Name	Julie Stein
Title	Dean
Box	353765
Email	jkstein@u.washington.edu
Phone	6-7519

Budget Coordinator

Name	Michael Furr
Title	Program Assistant
Box	353680
Email	furr@u.washington.edu
Phone	3-4218

Concurrence

Name	Paul Berger
Title	Professor
Box	353440
Email	peberget@u.washington.edu
Phone	6-2796

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.

The Center for Digital Arts and Experimental Media is a new degree granting program at the University of Washington, and will offer bachelor, masters, and doctorate degrees. DXArts is a direct outgrowth from the work done at CARTAH, and provides classes in digital and experimental arts, as well as support for independent projects. It is a unique program that offers path-breaking collaborations across many disciplines. Students working with digital technologies are redefining art, music, theater, film, and architecture, dissolving the boundaries between these traditional forms. This program will bring together artists, engineers, designers, and scientists to collaborate and exchange roles to create digitally realized images, sounds, performances, and installations that were previously unimaginable. This proposal was created in concert with CARTAH, and this equipment will also be available to the general student body via CARTAH project applications.

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.

This proposal is intended to give students in the DXArts program access to the sophisticated audio and video production and presentation equipment necessary to create and display digital and experimental art works, as well as the tools to create and document such work. This equipment will form the core of DXArts's presentation and installation equipment, and will be used by students to present independent art works and installations. This proposal will help build a foundation of support equipment for both students who are in the new program, and those

working on independent projects. Currently these projects are being supported with speakers, digital projectors, and support equipment purchased for teaching and classroom support. However demand for this equipment has far outstripped supply, and many worthy projects are delayed or never happen at all. This proposal will greatly increase access to these highly demanded pieces of equipment.

The equipment in this proposal is designed to be very modular and flexible, and reflects the breadth of work that students create. The core of this proposal is the Meyer UPM-1p 8-channel speaker system. These self-powered speakers are very modular, and are designed to be used in anything from small mono or stereo art installations up to 8-channel full sized concert halls. By using these speakers with the requested mixer as well as existing sound mixing equipment, students will be able to create and present works for nearly any venue. This proposal also includes two digital video projectors.

In addition, this proposal includes video cameras that will be used to both create and to document student works and digital video projects. These cameras are chosen to offer the greatest range of flexibility and quality, including the ability to create true 16:9 (wide screen) video.

All this equipment will also be available to the general student population through CARTAH. The proposed equipment is chosen to both supplement and complement equipment already available through CARTAH and allied programs. CARTAH acts as a hub among different programs in the arts, and much of the equipment already purchased by DXArts and its pilot program has already been made available to the general student body through CARTAH.

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.

This equipment is primarily intended to support students participating in the new DXArts program, and will be freely available to students taking DXArts classes, and will be used to support independent student projects. DXArts classes are available to all students at the University of Washington, and the multi-disciplinary nature of the program means that students from virtually every program at the UW will take these classes. This equipment will also be available to the general student body through CARTAH. 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.

DXArts consists of two working labs in two buildings, 35 Thomson Hall, and 28 Music Building, as well as a digital video classroom in 35 Thomson. Through CARTAH, DXArts provides three permanent technical support staff, a permanent office support person, four Graduate Student Assistants, and a number of workstudy students. DXArts has an annual equipment budget of over \$75,000. These funds will be used primarily to support classrooms, but will also be used to support and supplement this equipment. New space with state of the art labs, studios, and classrooms will be opening in 2003, and will bring together these facilities, as well as CARTAH's lab into one building.

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.

This equipment will be purchased as soon as funds become available. Until the new DXArts space becomes available in the summer of 2003, this equipment will be housed in Thomson Hall and Music.

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.

DXArts is an extension of CARTAH, and shares space and staff with CARTAH. DXArts has strong ties to the Music, Art, and Computer Science departments, as well ties as Drama, Dance, and the Cinema Studies program.

Student Endorsements

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

DXArts is a new academic program. Currently about 100 students a year take part in DXArts sponsored classes, but this number will grow dramatically as faculty is hired, new space is renovated for studio and lab use, and students are accepted into the program. For the first two years, we expect most of the demand for this equipment will come from CARTAH based projects. CARTAH has about 200 current student based projects. Below is a sample of CARTAH projects that will benefit from the requested equipment.

Juniper Shuey, Art- Ceramics
Contact juniper3@u.washington.edu

BFA Thesis Installation

The project: A multi-media/ sound installation
I have been researching the 'perception of the Senses'
and how this affects our common reality. As a response
to this research I am attempting to create and
installation that works with the bodies senses to
create an artistic atmosphere. This atmosphere will
encompass the body and give the participant an
experience that is not only mental but physical as
well. I anticipate people will walk away with not only
the conscious memory but also a physical memory that
will inform them in new ways about themselves and their
physical perception of their reality.

Bradley L. Hyppa, Cinema Studies/Political Science
Contact bhyppa@u.washington.edu

5 OF FIVE

5 OF FIVE will be an experimental short film that will
be shot entirely in digital video. There will be no
dialogue in the short and it shall consist of only one
central character. He will be an apathetic individual
amidst a stagnant maelstrom that perpetuates
illegitimate systems in order to maintain the social
fabric. Professor Bean will be the faculty advisor on
the project and the crew will consist of students from
multiple disciplines.

Shawn P. Landis & Paul Margolis, Fine Arts-Ceramics
Contact landis@u.washington.edu, radioradio1@hotmail.com

Land Art in the USA

From a five-week roadtrip, two artists are preparing a
documentary about the present state of art pieces that
were built during the 60's and 70's as part of
inarticulated art movement called 'Land Art' or 'Earth
Works'. In five weeks they visited 23 pieces of land
art struin across the american landscape. Many Pieces
were remote and difficult to find while others were as
easy as pulling off the highway. The primary question
that they propose to investigate in this 40 minute
documentary is 'what is Land Art and how is it taught

different than a tourist attraction?' (ie. Why is Spiral Jetty in the Great Salt Lake an art piece and Mount Rushmore is not.) Artistic issues of Entropy, circumventing the gallery systems and the idea of art as experience will also be addressed in their research and in the documentary. As is important in the experience of Land Art, the journey portion of the roadtrip will be included in the documentary to reinforce the idea that land art is an experiential process.

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.

HARDWARE	COST	NUMBER	TOTAL
Meyer UPM-1p self powered main speakers	\$1,525.00	16	\$24,400.00
Meyer UMS-1p self powered subwoofers	\$1,670.00	8	\$13,360.00
MOTU 'Firewire' 24 Channel Digital Audio Interface, to be used with a laptop provided by DXArts	\$1,250.00	1	\$1,250.00
Spirit Digital 328 Mixer	\$4,999.00	1	\$4,999.00
Mixer travel case	\$800.00	1	\$800.00
Speaker stands	\$250.00	8	\$2,000.00
Viewsonic PJ870 Digital Projector	\$2,999.00	2	\$5,998.00
JVC GY-DV700, Native 16:9 professional DV camcorder	\$13,000.00	1	\$13,000.00

professional DV camcorder

Sony VX-2000 DV camcorder	\$2,900.00	2	\$5,800.00
Optex DV Anamorphic 16:9 Adaptor, allows native 16:9 images on VX-2000	\$950.00	2	\$1,900.00
Audio and Video cables	\$450.00	1	\$450.00
Camera bags	\$75.00	3	\$225.00
Bogen Tripod	\$250.00	2	\$500.00
		SHIPPING	\$2,150.00
		TAX	\$6,761.00
		TOTAL	\$83,593.00

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: 2002-426

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 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 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 to request that a committee member contact you.