

# Interoffice Memo

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Student Technology Fee Committee, Box 352238

Date: February 21, 2001

To: Richard Karpen  
CARTAH, Box 353680

From: Keith Falls  
Chair, Student Technology Fee Committee

CC: David Hodge, Box 353765  
Mary Melanson, Box 353765  
Paul Berger, Box 353440  
Michael Furr, Box 353680  
Stephan N. Graham, Box 353765  
Julie Stein, Box 353765  
Charles Packard, Budget Office

Subject: Technology Fee Proposal 2001-289-1

The Student Technology Fee Committee has completed reviewing proposals for its first proposal cycle this year. The Committee considered more than 45 proposals during this cycle.

The Committee has decided to fund your proposal in full in the amount of \$23,433. The Committee wishes you success in the installation of your new equipment.

## **Use of Funds**

Funds awarded may only be spent on those items specified in the proposal *and approved or modified by the Committee*. The Committee understands that prices change between the date the proposal was approved and the date the purchases are actually made. Should you need more funds to complete the purchases for which you were approved, please do not hesitate to contact the Committee. Once the goals of your proposal are completed, any remaining Student Technology Fee (STF) award funds in your budget must be returned to the Committee. If you need to make changes or add funds to your proposal in order to meet your stated goals, you must submit a supplemental proposal to the Committee. The details of the supplemental proposal process can be found on our website at <http://depts.washington.edu/techfee>.

## **Reporting Requirements**

As a recipient of an STF award, you are required to submit semi-annual reports on the progress of your proposal. After completing the goals of your proposal, please submit the report immediately. Otherwise, the first report is due on October 15. Further funding to your