Early-Adopter Advising Technology Implementation Project Application
Washington Student Success Center & Jobs for the Future (JFF)

The **Early-Adopter Advising Technology Implementation Project Application** is designed for Washington State Community and Technical Colleges interested in participating in a statewide initiative to enhance student success and advising services. Facilitated by the **Washington Student Success Center** in partnership with **Jobs for the Future (JFF)**, this initiative supports Guided Pathways reforms by streamlining student support, improving advising structures, and fostering equitable educational outcomes.

Colleges selected for this opportunity will receive a **grant of approximately $45,000**, **technical assistance**, and **access to a dedicated community of practice** led by JFF. Participants will work collaboratively to implement and optimize the new statewide student success and advising platform, ensuring a data-driven and student-centered approach.

The application form requires institutions to outline their commitment to advising improvements, data-informed strategies, student engagement plans, budget allocation, and implementation timeline. Additionally, colleges must agree to share promising practices and contribute to the broader learning community.

For full details, see the [Early- Adopter Advising Technology Implementation Project Grant Guidelines](#).

Late submissions will not be accepted, and all attachments must be in **Microsoft Word or PDF format**.

Proposal Details

Acknowledgment of Responsibilities

By submitting this application, our college acknowledges and agrees to fulfill the Responsibilities of the College outlined in the application guidelines.

☐ Yes, our college acknowledges and agrees to these responsibilities.

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Applicant Information

College Name:	
Primary Contact Name:	
Email:	
Title:	
Phone Number:	

Additional Team Members (if applicable):

Name:	
Title:	
Email:	
Name:	
Title:	
Email:	

Budget & Narrative

Please provide a detailed budget, including a narrative explaining planned expenditures for the allocated grant funding of approximately $45,000.

Budget Table:

Category	Description	Amount ($)
Personnel		
Training/Professional Development		
Technology/Software		

Student Engagement Activities		
Other (Specify)		
Total		**$45,000**

Budget Narrative:
(Provide a brief explanation of each budget category, justifying the planned expenditures.)

Implementation Timeline

Provide an estimated timeline for key implementation activities related to the advising platform.

Activity	Milestone Date
Project Planning & Team Formation	
Initial Training & Technical Assistance	
System Implementation & Testing	
Student & Staff Engagement	
Full Implementation & Evaluation	

Commitment to Student Success & Equity

Provide a brief statement (max 500 words) on how your college plans to improve advising policies, processes, and student outcomes, with a specific focus on supporting students of color.

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Data-Informed Strategy

Describe how your college will use data-driven approaches to set and accelerate population-specific targets. Include any existing data practices supporting student success initiatives.

Student Involvement

Outline your college's approach to ensuring meaningful student participation in the design, implementation, and continuous improvement of advising initiatives.

Collaboration & Knowledge Sharing

Explain how your college intends to share insights and best practices with other institutions in Washington. (ex: our institution is willing to serve as a peer leader and contribute to the development of scalable implementation models).

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Submission Instructions

Colleges interested in applying must submit a completed application via email to **Amunoo Tembo, Student Success and Pathway Navigation Policy Associate, at atembo@sbctc.edu** no later than **May 15, 2025**.

- ☐ Attachments must be in Microsoft Word or PDF format.
- ☐ Late submissions will not be accepted.
- ☐ Applicants must respond to all the questions in the applications in order for your application to be reviewed.
- ☐ Please do not submit zipped files or other file types.

Application Review & Selection Criteria

All proposals meeting the minimum criteria will be evaluated by a review panel based on the guidelines provided. Colleges will be notified of their application status by **May 21, 2025**. *Successful applicants will:*

- ✔ Demonstrate commitment to advising improvements and equitable student outcomes.

- ✔ Utilize a data-informed strategy for setting and achieving targets.

- ✔ Engage students meaningfully in advising reform efforts.

- ✔ Be willing to share promising practices and insights with other colleges.

Priority consideration will be given based on:

• Geographic diversity
• Institution size
• Student demographics

Next Steps

Milestones	Dates (Subject to Change)
Application available	By April 1, 2025
Informational Webinar	April 8, 2025
Applications due	May 15, 2025
Award recipients notified	By May 21, 2025

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Grant start date	May 1, 2025
1'st In-Person Community of Practice Meeting	June 2025
2nd In-Person Community of Practice Meeting	June 2026
All grant funds must be expended	By September 30, 2026
Colleges to submit final report	October 15, 2026

By signing below, we affirm that the information provided in this application is accurate, and we acknowledge and accept the responsibilities outlined in the Early-Adopter Advising Technology Implementation Project.

Applicant Name: _____

Title: _____

Signature: _____

Date: _____

Vice President of Student Affairs/Student Services Name:

_____

Title: _____

Signature: _____

Date: _____