

# SAF Annual Proposal Form

## Question 1. \* (Indicates a required field)

Proposing Group

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

The CROW (Campus Research and Observational Writings)

## Question 2. \*

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Student Club

## Question 3. \*

Contact Person

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Katelyn Oppegard

## Question 4. \*

Contact Email

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Katelyn.oppegard@gmail.com](mailto:Katelyn.oppegard@gmail.com)

## Question 5. \*

Contact Phone

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

714-492-0010

**Question 6. \***

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. **IMPORTANT: This person will also be listed as the budget owner.**

Andrea Stone, Nursing and Health Studies, Club Advisor

**Question 7. \***

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

[Stoneal@uw.edu](mailto:Stoneal@uw.edu)

**Question 8. \***

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

The overall purpose of this proposal is to create a high quality, peer reviewed research journal that can provide the students of the University of Washington Bothell campus with the opportunity to showcase their work from a wide range of disciplines. *The CROW* is an ongoing collaborative process that seeks to highlight the superior research conducted by UWB students, and to provide space for comparing, analyzing, and generally thinking about the ways research on and knowledge production intersect. Our mission is to publish research and analytical papers on a broad range of topics spanning all disciplines, levels of analysis, and national contexts. With collaboration from the Writing

and Communication Center, the Journal offers an opportunity for students (both authors and members of the editorial board) to hone their writing skills and emerge as more effective writers.

**Question 9. \***

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

Going into its second year of publication, *The CROW* is the only publication on campus that provides students an opportunity to publish academic writings across all campus disciplines with an option of submitting multiple types of work. We have been proactively marketing to a broad student interest; *The CROW's* editorial board has already received numerous submissions from students hoping to have their work published in this year's edition.

**Question 10. \***

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

Yes. Last year, our inaugural year of publication, we received funds to print and launch the production of the journal.

**Question 11. \***

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

Publication of *The CROW* provides a high impact learning opportunity to any student at UW Bothell who has developed their own abstract, full research paper, research proposal, literature review, analytical essay, or has a work-in-progress that they would like to share with the larger academic community. Through collaboration with the editorial board and the Writing and Communication Center, students who submit their work will be able to benefit from personalized and constructive feedback about their submissions to help them hone their writing skills and emerge as more effective writers.

*The CROW* editorial board provides hands-on experience to a group of committed students that participate in the reviewing, editing, and delicate process of providing feedback to students. *The CROW* is dedicated to helping students build confidence about their submissions as they move forward in the journey of academic inquiry. There are numerous benefits for all students at the different levels of participation with *The CROW* including students who read the journal and are inspired by its writings.

**Question 12. \***

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

The success of *The CROW* will be assessed in several different ways: the dedication of student editors who participate (measured by the credit hours and students participating on the board), by the number of submissions we receive (which, going into our second year of publication, will be measured against the number of submissions receive the previous year, and in all forthcoming years), and by the caliber of the final publication which can be measured by student surveys and comment cards provided to enrolled UWB students at the journal launch party. The members of the editorial board have been selected because of their high academic standing, previous involvement in other publications on campus, and connection to the Writing and Communication Center on the UW Bothell campus.

**Question 13.**

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

**Question 14.**

**Salary/Wages**

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

\$0

**Question 15.**

**Programming/Events**

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

Proposed Journal Launch Party (See "Food/Refreshments" for monetary request)

**Question 16.**

**Facilities Rentals/Set-Ups**

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

\$0

**Question 17.**

**Printing & Photocopying**

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

\$5000—We are requesting a doubling of our previous year’s budget considering we distributed all available copies (115) to students before the conclusion of fall quarter. Going into this next

publication cycle, we would like to print enough copies to last through the year for student to receive as necessary, and the demand expressed in this past year proves that this increased amount is realistic and viable.

**Question 18.**

**Office Supplies**

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

\$300—Hard copy prints for editorial board to utilize in peer review and edits.

**Question 19.**

**Food/Refreshments**

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

\$600—Launch party and other tabling events.

**Question 20.**

**Equipment Rentals/Purchase**

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

\$0

**Question 21.**

**Transportation**

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

\$0
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**Question 22.**

**Meals and Lodging for Travel**

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

\$0
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**Question 23.**

**Operations**

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at \$10 per line per month.

<https://itconnect.uw.edu/service/campus-telephone-services/>

\$0
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**Question 24.**

**Other**

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

\$26—WordPress domain name

**Question 25. \***

**Total Amount Requested**

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

\$5926

**Question 26. \***

**Terms and Conditions**

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/safc/safbylaws>
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.