

SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY
Kim Sharp
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Jan 13, 2015, 04:28PM PST

SAF Annual Proposal Form

[Required] Proposing Group

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

[Required] Department/Organization

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] 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.

[Required] 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.

[Required] 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.

[Required] Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

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>

A committee consisting of students, faculty, and staff, has been assembled and is the process of developing a strategic plan to launch a new UW Bothell research journal for the 2015-16 academic year. We are in the process of determining a new name, developing journal guidelines and policies, choosing a publishing platform, and establishing editorial processes. The journal's new name will be determined through a friendly UW Bothell wide competition that will start at the end of January and campus-wide roundtable discussions will allow constituents to provide input into all aspects of the new journal's processes and operations.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service.
- 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.

In recent years, students have expressed interest in a research journal that has a broader scope than the Policy Journal. An increasing number of UW Bothell students are pursuing opportunities to work with faculty on undergraduate research scholarship and creative activity projects, presenting the results at our annual Undergraduate Research Symposium. The UW Bothell Library, Writing and Communication Center and the Office of Research have re-imagined the role of our UWB Policy Journal. This new journal is envisioned as a place for UW Bothell students to publish their creative scholarship. It will offer more diverse submission opportunities, better representing our student body's work and provide opportunities for students (both as authors and members of the editorial board) to hone their writing skills and emerge as more effective writers and scholars.

[Required] 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.

The new research journal will offer a much broader scope than the Policy Journal, publishing papers from all disciplines, and will welcome submissions from all currently enrolled UWB students. In addition to publishing opportunities, all students on campus will have a deeper opportunity to engage in academic conversation with their peers through reading published articles. Students will also have the opportunity to participate in the peer-review, editing, and design processes of the journal by serving on the editorial board, a for-credit course (BSSKL 400) offered Fall, Winter, and Spring Quarters.

[Required] 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 track how the event/program/service went? How would you track how successful it was and what you could change in the future?

We will request that each student submitter (regardless of whether published), complete an evaluation that will tell us about their experiences participating in the submission and review process. These anonymous evaluations will be used to continually improve the submission and review process.

We will track the number of printed journals that are distributed throughout campus. While most copies will be available for students, a limited number will go to each department office.

In addition to a printed version, the journal will be published online. We will assess the readership through data-tracking associated with the web client.

Additional Information

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

To assist with our marketing endeavors, the Office of Undergraduate Research and the Writing and Communication Center will advertise (for no cost) the journal at all their events, website, Facebook page and encourage students and faculty who participate in undergraduate research, scholarship and creative activity to submit articles to the journal and participate in the review process.

Salary/Wages n/a

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Benefits n/a

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

Programming/Events n/a

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. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

Facilities Rentals/Set-Ups n/a

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.

Printing & Photocopying

Describe the funds you are requesting in detail below.

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

\$2500 to cover costs of printed journals. While the journal's largest audience will be online readers, we know that students appreciate hard copies of publications. These copies will also serve as artifacts, representing the work of our campus.

Office Supplies

Describe the funds you are requesting in detail below.
Please put the total dollar amount of office supplies in the bottom of this box.

\$300 to cover costs of promotional materials.

As the journal is new, a larger promotional initiative will be necessary to draw submissions and overall interest. The Library, the Writing and Communication Center and the Office of Research and its undergraduate research program will all be involved in promoting the new journal.

Food/Refreshments

Describe the funds you are requesting in detail below.
Please put the total dollar amount of food/refreshments in the bottom of this box.
Please review the food policy/food form for the University policies before submitting your request at the following link:
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

\$600 to cover costs of food/refreshments at tabling events. As the journal is new, a larger promotional initiative will be necessary to draw submissions and overall interest. Food lures students to information.

Equipment Rentals/Purchase n/a

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.

Transportation n/a

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 put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel n/a

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 the 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.

Telecommunications n/a

Describe the funds you are requesting in detail below.
Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).
Please put the total dollar amount of telecommunications in the bottom of this box.

Other n/a

Please include any other expenses that don't fall under any of the above categories in detail.
Please put the total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested \$3400

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.
Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/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 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.