

Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

The CROW

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Health Studies

Q3. 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.

Rose O'Connor

Q4. 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.

roseoc@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Gina Christian

Q6. Budget owner email

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

Q14. Proposal Information

Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

The overall purpose of The CROW is to create a high-quality, peer-reviewed research journal that can provide the students of the University of Washington, Bothell campus the opportunity to showcase their work in a wide range of disciplines. The CROW is an ongoing collaborative project that seeks to highlight the superior research conducted by UWB students and provide space for comparing, analyzing, and thinking about the ways research and knowledge 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.

Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

In funding The CROW, the SAF Committee ensures that students across all campus disciplines have the opportunity to publish their research with an option of submitting multiple types of work. As we prepare for our sixth annual publication, we have been proactively marketing to a broad range of student interest. As a result, The CROW's editorial board has already received eighteen submissions from students hoping to have their work published this year, a number that far exceeds the three submissions we had by this point last year. The annual funding we receive directly influences how many authors we are able to feature as a longer journal costs more per copy. Where possible, we do aim to include as many publishable papers as we can in each edition of The CROW so as to provide UWB students with the professional experience and credibility that comes with publication. Furthermore, the printing of the physical copy is essential to the success of our publication as it represents a lasting and memorable artifact of the work and effort our authors dedicate to their research.

Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

Q10. What on your request is new or has changed?

This question was not displayed to the respondent.

Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

Our goal, as mentioned earlier, is to support and showcase the publishable work of as many student authors as possible, as it allows for us to have even greater impacts across the UWB community. In addition, we also strive to increase our readership to demonstrate the superior research conducted on our campus. Our funding is key to these goals. The more copies we print, the more students we can reach. We consistently find the physical copies to be more impactful, even in this time of remote learning. As a result, it is essential we continue to receive funding in order to achieve our goals.

Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

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. We are dedicated to helping students build confidence about their submissions as they move forward in the journey of academic inquiry. While The CROW certainly benefits those students who publish as well as the members of our editorial board, we extend our influence to all students who read the journal and are inspired by its writings. We measure these impacts in several different ways: - the dedication of student editors who participate measured by the credit hours and number of students participating on the board - the number of submissions we receive (already at a record high for our sixth publication) - the caliber of the final publication which can be measured by student surveys

Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

\$0

Q17.

Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

Launch Party, in person if permitted by pandemic guidelines

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

\$0

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

\$5000

Q20.

Office Supplies

- Note office supply expenses

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

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

■ Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).

■ Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>

■ Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and safety and per diem rates for meals. The per diem rates are available at the following link:

<http://finance.uw.edu/travel/meals#perdiem>

\$0

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

\$0

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

\$0

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

\$200 - large promotional posters with foam core backing

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.

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

\$0

Q30. Uniforms

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

\$0

Q31. Other

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

\$225 - Wix Domain and hosting

Q32.

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$5725

Q33.

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to safuwb@gmail.com by 5pm on January 7, 2020.

