UW Bothell SAF 2022-2023 funding

Proposing Group Information

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

The CROW (Campus Research and Observational Writings)

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

Student Club

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.

Alex Blaskovich

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 exclusively through email.

ablask3@uw.edu

Budget owner

Before submitting, you must discuss and receive approval on your request from a staff or faculty member (e.g., 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 (e.g., 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 UW Bothell student club and need assistance, email Director of Student Engagement and Activities, Sam Al-Khoury at sea2@uw.edu no later than December 23, 2021.

Andrea Stone, Nursing and Health Studies, Club Advisor

Budget owner email

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

Stoneal@uw.edu

Proposal Information

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.

Need for Program

Please describe the need for this program or service. This section should explain why you’re requesting the funding. 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 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.

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; e.g., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

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.

Assessment

- What is the impact of your program and how do you measure the affects? 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.

- 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.)
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.

**Funding Categories**

For these responses, 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.

Did you receive long-term funding for salary positions from the 20-21 SAF Committee?

- Yes
- No

**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.

**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.
Proposed Journal Launch Party (See “Food/Refreshments” for monetary request)

Facilities & Equipment Rentals/Set-Up/Purchases
- If you require facilities or equipment rentals/set-ups/purchases, indicate that need here. Refer to the Facilities set-up rate for the ARC and UWB Facilities.

Printing & Photocopying
- Note printing and photocopying expenses

$5250—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 of the journals 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.

Office Supplies
- Note office supply expenses

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

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.

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.

Promotional Items
■ Are you requesting funds for promotional items?
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

Uniforms

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

Other

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

$250 - Wix domain name and hosting

Total Amount (please note the total dollar value)

For proposals that included renewed funding from SAF, make sure to include all amounts in the total.
- 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.
(Note: this is the last question of the survey, your next right click will submit the survey, go back if you need to make any final changes.)

$5500