Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18485501	Submission date: 1/16/2019 6:28 PM
	Total time: 20 minutes, 35 seconds

Question	Response
Question: Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)	The CROW (Campus Research and Observational Writings)
Question: Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)	Student Club
Question: 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.	Anny Smith
Question: 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.	annymsmi@uw.edu
Question: 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.	4253514397
Question: 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. 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.	Andrea Stone, Nursing and Health Studies, Club Advisor
Question: Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.	stoneal@uw.edu
Question: Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.	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:
Need for this Program/Service (500 word limit) Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

Going into its fourth 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:
New Request or Previously Funded (500 word limit) 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. If this is a one time funding request, please note that in the description.

Yes. The last three years we have received funds to print and launch the production of the journal.

Question:
Strategic Plan/5 Year Goals (500 word limit) Please describe your strategic plan or description of your key strategic goals over the next five years.

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:
Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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.

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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. The CROW has published between 10-13 student research papers per year. However the board works with many more students. Last year the board received 24 total submission and based on total submissions to date, we appear to be on track to receive approximately 30 submissions this year. In addition, the journal is currently being used in several courses on campus, for example BES 301. The CROW has a wide reach within our campus community.

Question: Financial and Operational Health (500 word limit) How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).	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: Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.	We would like to add an additional note in case you are inquiring why the CROW is submitting a separate budget request than the other media outlets on campus. While the CROW is supportive of and works with the other media on campus, the course number that editorial board members register under is housed in the SNHS; the other media sources are housed in IAS. In addition, the CROW does not currently utilize the other media outlet's shared media space, rather the CROW utilizes space in the WACC.
Question: 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: Programming/Events Describe the funds you are requesting in detail below. Please put total dollar amount of programming/events	Proposed Journal Launch Party (See "Food/Refreshments" for monetary request)

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.

Question:
Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.

$0

Question:
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 printed 350 copies of the journal this last year at a smaller size. We are anticipating a larger journal this year given our current number of submissions compared to the same time last year, ie. increased number of journal pages. 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:
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:
Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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 per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem 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:
Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.

$0

Question:
Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs

$0

associated with registration, air or ground travel, meals, lodging, per diem, etc. 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/content/104877 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.

Question:	
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

Question:	
Other 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 and on the spreadsheet.	$16—Wix domain name and $84 hosting Wix domain/no advertisements. Renewal is November 21, 2019

Question:	
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.	6000

Question:	
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 late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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. * I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.	I Agree