



## Budget Request Form FY2012

*Department should complete one form for each individual request*

**Department:** Graduate Student Council

**Program, Service, or Operation Requested**

*Matching funding for a Graduate Assistant acting as the Student Research Week Director*

SSFAB Use Only	
YES	NO

**General Description:**

Student Research Week (SRW) is a week-long, student-led, university-wide conference showcasing research conducted on campus by both undergraduate and graduate students. The Student Research Week Director position is a Graduate Assistantship designed to educate the student in planning and coordinating the large-scale event including assembling and organizing over 500 student participants, 100 judges, and 75 volunteers to ensure a successful event. Currently, the Office of Graduate Studies contributes ½ of the funding of this ½ time position (equal to ¼ of a full-time employee), and the secondary half has been solicited externally on an annual basis.

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**General Questions:**

***How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?***

The SRW Director coordinates and manages the entire Student Research Week event including oversight of the SRW Committee. Funding half of a Graduate Assistant salary for the SRW Director would more directly link GSC to the SRW, as the position is currently funded exclusively through external sources, by contracts renegotiated annually.

***How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.***

Yes, the other half of the salary has been secured by the Office of Graduate Studies.

***Generally, what assessment tools will you use to evaluate this program/service?***

Assessment of the SRW Director is conducted through supervisor evaluation (the position reports directly to the GSC Advisor). The program’s success will be evaluated through surveys distributed to all participants of the event.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	<b>\$6,500.00</b>
Matched Salary Funding for SRW director	\$6,250.00
Matched Funding for Professional Development	\$250.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$6,500.00</b>

SSFAB Comments/Notes:

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