

Academically Related Program Funding Process

Fall 2015 is the second year for the student success fee, all funding is one-time and funding in a prior year does not guarantee funding this year. No proposals requesting multiple years of funding will be allowed. Successful proposals will be announced in early November and expenditures are not reimbursed, rather students will need to work with their college budget analyst, and all funds must be expended and travel completed by May 15, 2016.

Guidelines (see also the separate guidelines document for complete details)

- Must benefit more than one or two students
- Focus on academic enhancement, high impact practices, or related activities (i.e., guest speakers, colloquiums, projects, etc).
- Must be submitted by current students at SDSU
- Proposals will follow the IRA/SSF ARP established spending policy and procedures
- No SDSU faculty, staff or student can be paid through Student Success Fees
- Campus wide initiatives are allowed and should select “campus wide” for their college

Evaluation – multi tiered

Level one – college level – a committee of **at least** 3 students and no more than one student from each department or school, at least one faculty (no more than a 4 students to one faculty ratio), and one Dean’s office representative (Assistant or Associate Dean preferred). Committee is responsible for determining if the request meets the guidelines and then put them in rank order for the college.

Level two – CFAC subcommittee and one student and one faculty/administrator elected from the level one committee (participants from colleges must have been involved in previous level review). This group will review all the proposals --- comparing all number one proposals and ranking all proposals from top to bottom from all colleges and/or divisions.

Level three – CFAC subcommittee only – budget allocation

Timeline for Fall 2015- Spring 2016

Announcement of the process	August 19 – September 15
Application request goes out to AS, Dean’s, faculty & staff	August 19, 2015
Application electronically due to studentsuccessfee@mail.sdsu.edu	September 15, 2015
Colleges submit their level one eval results to CFAC subcommittee	September 25, 2015
Proposals on Google docs for level two to access	September 28, 2015
Level two meets to evaluate proposals	October 2 & 9, 2015
Level three meets to evaluate budget requests	October 16
Recommendation taken to CFAC	October 23 / 30
Approval letters sent to funded proposals	After CFAC approval
Information on process and proposals posted to CFAC website	Early November
Final Report due – include pamphlets, flyers and pictures if possible	May 15, 2016