

Academically Related Program Funding Process

Fall 2016 is the third year of the student success fee implementation. 90% of the revenue generated from SSF goes toward hiring new faculty, with the remaining 10% earmarked for Academically Related Program or students' projects. These projects are funded for one year only and funding in a prior year does not guarantee funding this year. Successful proposals will be announced mid-November. Projects must be completed and final reports submitted by May 15.

Guidelines

For a project to be considered, it

- Must benefit more than one or two students.
- Focus on academic enhancement, high impact practices, or related activities (e.g., guest speakers, colloquia, projects).
- Must be submitted by current students at SDSU.

Also,

- 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 Process

Students submit proposals online to studentsuccessfee@mail.sdsu.edu. Proposals are sorted into college folders in Google Docs and made available for review and evaluation through the following process:

Level 1 – College Review

Each College forms a Review Committee (see below) to review proposals submitted by its students. GRA forms a Review Committee to evaluate intercollegiate proposals.

Purpose: Vet proposals and sort them into two tiers based on quality.

Vetting criteria:

- Does the project follow the guidelines for SSF-funded ARP (see above)?
- Is the project feasible within the given timeframe (May 2017)?
- Does the college support the project as a high-impact activity?
- Does the project list a faculty member as an advisor, mentor, or consultant?

Projects satisfying ALL vetting criteria should be sorted into:

- Tier 1 (Above average quality) OR
- Tier 2 (Average quality)

Tier 1 proposals and Tier 2 proposals should be sent to studentsuccessfee@mail.sdsu.edu by October 14th at 4pm.

NB! At this stage of review, proposals are neither evaluated nor sorted based on their budgets.

Prior to Level 2 review, SSF-ARP Administration will categorize programs into three funding categories based on the submitted budget:

1. \$1 - \$ 5,000
2. \$ 5,001 - \$ 20,000
3. \$ 20,001 or higher

Level 2 - Campus-level Review Within Funding Category

Three Review Committees are formed (see below), each to evaluate proposals within one of the 3 funding categories.

Purpose: Rank-order all proposals within a funding category based on their academically related contribution and student involvement.

NB! Ranking should not be informed by budgetary considerations.

Spreadsheet with the rank order of all proposals considered should be submitted to studentsuccessfee@mail.sdsu.edu by October 28th at 4pm.

Level 3 – Budgets and Awards Committee

Awards Committee is formed (see below) to make budgetary decisions and approve projects for awards.
Purpose:

- Establish the amount of money available for each funding category, with a stipulation that a minimum available within each category should be \$ 100,000.
- Review and if necessary, modify the budget requests to ensure that they conform to the guidelines.
- Identify the final approved proposals.

The Associated Students President will announce awards along with a written explanation as to why the awarded proposals were highlighted and how the allocation of funds to each level was determined. Her statement will be posted on studentsuccessfee.sdsu.edu.

Composition of the Committees

Level 1 – College Committee

- **At least** 3 students
- No more than one student from each department or school
- At least one faculty with a stipulation that there will be no more than a 4:1 students to faculty ratio
- Dean’s office representative: Assistant or Associate Dean.

Level 2 – Campus-level Review Committees

- 2 AS CFAC members
- 7 undergraduate students – college representatives on Level 1 review
- 2 graduate students selected by GRA
- 2 Faculty/Administrators – from Level 1 review
- Ex-Officio CFAC member

Level 3 – Budgets and Awards Committee

- 7 AS representatives on CFAC
- 3+ Ex-Officio CFAC members

Timeline for Fall 2016- Spring 2017

Campus wide start of ideas period	Spring 2016
Announcement of the process	Mid-August 2016
Application request goes out to AS, Dean’s, faculty & staff	Mid-August 2016
Application electronically due to studentsuccessfee@mail.sdsu.edu	October 7, 2016
Colleges complete level one sorting and submit to SSF ARP Admin	October 14, 2016
Proposals on Google docs for level two to access	October 18, 2016
Level two completes evaluation of proposals	October 28, 2016
Level three evaluates budget requests and approves projects	Early November 2016
Recommendation taken to CFAC	November 10, 2016
Approval letters sent to funded proposals	After CFAC approval
Information on process and proposals posted to CFAC website	After CFAC approval
Final Report due – include pamphlets, flyers and pictures if possible	May 15, 2017