

**Services and Activities Fee Committee**  
**Base Funding Request for FY2018-FY2021**

Name of Program, Activity, or Service: **Office of Undergraduate Research**      S&A Project ID/ID's: **4001700004**      Submitted By: **Anne Egger (annegger@geology.cwu.edu)**

**Total Annual Base Funding Requested**      \$      **217,791**

**BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE**

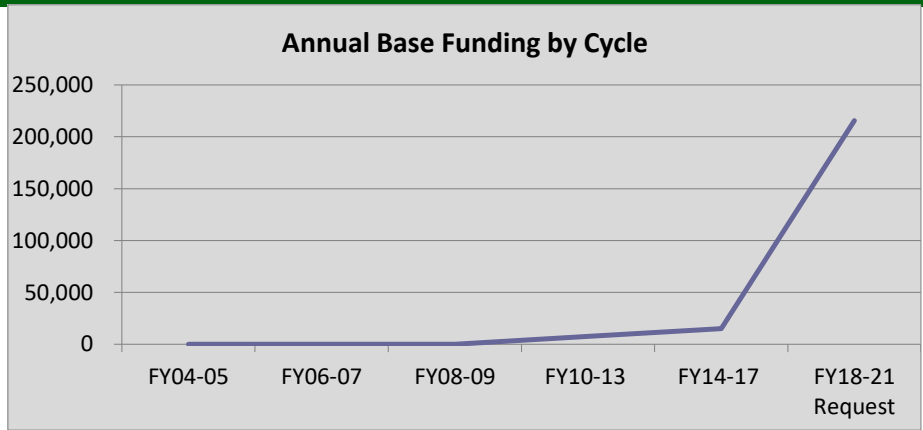
The Office of Undergraduate Research, which supports and facilitates mentored undergraduate research at CWU, has grown substantially over the past several years, and the demand for additional services is high. For the past four years, S&A has funded our small grants program, which supports undergraduate students in research and creative expression activities. Our proposed base funding request includes several new programs in addition to the small grants, which will help us expand our efforts to better support all students. We are requesting funds to support (1) an increase in the amount of funding for OUR grants; (2) a subscription to the Student Opportunity Center database, (3) institutional membership in the Council on Undergraduate Research to facilitate connecting with similar programs across the country; (4) the establishment of a student-centered, peer-to-peer mentorship program that fosters undergraduate research for all students, but especially for underrepresented students (low income, minority, and first generation students); (5) minor equipment acquisition to support all of our programs; and (6) expansion of staff for the OUR to support growth in all of these areas.

**(Please see attached proposal for detailed information)**

**ANNUAL BASE FUNDING REQUEST SUMMARY**

(Provide the data for the chart below on the second tab. The chart will auto populate.)

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	45,000
Student Payroll	117,000
Employee Benefits	22,941
Goods & Services	14,850
Travel	15,000
Equipment	3,000
<b>Annual Base Expenses</b>	<b>217,791</b>
<i>Less: Annual Other Funding Sources</i>	-
<b>Annual Base Funding Request</b>	<b>\$ 217,791</b>



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**ANNUAL BASE EXPENSES**

**BASE ADMIN/EXEMPT PAYROLL EXPENSE**

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
		per Year		1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
	-	per Year	1.0	1	15.0%	-
<b>BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL</b>						<b>-</b>

**BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE**

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
	45,000.00	per Year	1.0	1	19.5%	<b>45,000</b>
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-

Base Funding Request

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-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
-	per Month	12.0	1	15.0%	-
<b>BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOTAL</b>				<b>19,431</b>	<b>45,000</b>



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	-	per Hour	627.0	1	3.0%	-
<b>BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL</b>					<b>3,510</b>	<b>117,000</b>
<b>BASE <u>EMPLOYEE BENEFITS</u> EXPENSE</b>						
<b>Payroll Category</b>					<b>Overall Benefits %</b>	<b>Annual Base Amount</b>
Admin/Exempt					N/A	-
Civil Service					43.2%	<b>19,431</b>
Student					3.0%	<b>3,510</b>
						-
<b>BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL</b>					<b>14.2%</b>	<b>22,941</b>



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**BASE GOODS & SERVICES EXPENSE TOTAL**

**14,850**

**BASE TRAVEL EXPENSE**

**Description of Travel Expense**

**Annual Base  
Amount**

Undergraduate Travel Grants

15,000

**BASE TRAVEL EXPENSE TOTAL**

**15,000**

**BASE EQUIPMENT EXPENSE**

**Description of Equipment Expense**

**Quantity**

**Cost Each**

**Total Cost**

**Annual Base  
Amount**

Google tablets for mentoring sessions and use in SOURCE  
judging and workshops throughout the academic year

20.0

600.00

12,000

3,000

-

-

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	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
<b>BASE <u>EQUIPMENT</u> EXPENSE TOTAL</b>		<b>3,000</b>
<b>ANNUAL BASE EXPENSES - TOTAL</b>		<b>217,791</b>





