### **Services and Activities Fee Committee** Base Funding Request for FY2014-FY2017

Name of Program, Activity, or Service

Office of Undergraduate Research

JOH **Project** 

Kara Gabriel: Director, Office of Submitted By Undergraduate Research; gabrielk@cwu edu

**Total Annual Base Funding Requested** 

15.000

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

The Office of Undergraduate Research administers fellowships to support costs incurred by undergraduate students engaged in research, scholarship, or creative activities on campus as well as for travel by students to present work conducted at Central at professional conferences. Research and travel fellowships are available for any Central student, regardless of discipline, and directly support the student's project or travel. Research fellowships directly benefit students engaged in extracurricular research or scholarship activities by providing funds for supplies necessary to complete their projects. Such fellowships also enhance the reputation of Central by resulting in products that can be presented at conferences or in professional settings, including at Central's annual Symposium On University Research and Creative Expression (SOURCE) at which fellow Central student benefit as attendees. Individual and group travel fellowships are disbursed to undergraduate students to reimburse costs associated with travel to present their work at conferences. Travel fellowship recipients are also required to present their work at SOURCE. In recent years, fellowship requests have exceeded available funds and we are requesting funds that would permit us to double the number of fellowships that can be awarded annually.

#### (Provide the data for the chart below on the second tab. The chart ANNUAL BASE FUNDING REQUEST SUMMARY will auto populate.) Annual Base **Annual Base Funding by Cycle Amount** Admin/Exempt Payroll 16,000 Civil Service Payroll 14,000 Student Payroll 12,000 **Employee Benefits** 10,000 Goods & Services 7.000 Travel 8,000 8,000 Equipment 6,000 **Annual Base Expenses** 15,000 4,000 2,000 Less: Annual Other Funding 0 Sources FY04-05 FY06-07 FY08-09 FY10-13 FY14-17 **Annual Base Funding** \$ 15,000 Request Request

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#### **ANNUAL BASE EXPENSES**

#### BASE <u>ADMIN / EXEMPT</u> PAYROLL EXPENSE

	Pay Rate Unit	Year	Number of Employees	Benefits %	Annual Base Amount
-	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%	-
-	per Year	1.0	1	15.0%	-
	-	<ul><li>per Year</li><li>per Year</li><li>per Year</li><li>per Year</li></ul>	- per Year 1.0 - per Year 1.0 - per Year 1.0 - per Year 1.0	- per Year 1.0 1  - per Year 1.0 1  - per Year 1.0 1  - per Year 1.0 1	- 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%

### BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
BASE CIVIL SERVICE and TEMP PAYROLL B	EXPENSE TOT	Г			-	-

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## BASE <u>STUDENT</u> PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
	-	per Hour	627.0	1	3.0%	-
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL					-	-

## BASE <u>EMPLOYEE BENEFITS</u> EXPENSE

	Overall Benefits	Annual Base
Payroll Category	%	Amount
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	N/A	-
		-
BASE EMPLOYEE BENEFITS EXPENSE TOTAL	N/A	-

Name of Program, **Activity, or Service** 

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	Annual Ba
escription of Goods & Services Expense ndergraduate Research Fellowships	Amount 7,0
	.,•
ASE <u>GOODS &amp; SERVICES</u> EXPENSE TOTAL	7,1
	_
ASE <u>TRAVEL</u> EXPENSE	
escription of Travel Expense	Annual Ba Amount
ndergraduate Travel Fellowships	8,

DαA Kara Gabriel; Director, Office of Name of Program, Office of Undergraduate Research Submitted By Undergraduate Research; **Project Activity, or Service** gabrielk@cwu edu BASE TRAVEL EXPENSE TOTAL 8,000 BASE <u>EQUIPMENT</u> EXPENSE Annual Base Description of Equipment Expense Quantity **Cost Each Total Cost** Amount

BASE <u>EQUIPMENT</u> EXPENSE TOTAL

**ANNUAL BASE EXPENSES - TOTAL** 

15,000

Name of Program, **Activity, or Service** 

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## ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE <u>OTHER FUNDING SOURCES</u> (Revenues & Transfers In)				
Description of Other Funding Source (Revenues & Transfers In)				Annual Bas Amount
BASE <u>OTHER FUNDING SOURCES</u> TOTAL				
USE OF <u>CARRY FORWARD</u> ( <u>RESERVES</u> )	Total	Total to be		
USE OF <u>CARRY FORWARD</u> ( <u>RESERVES</u> )	Expected	Used for Expenses	Total to be Retained	Annual Bas Amount
USE OF <u>CARRY FORWARD</u> ( <u>RESERVES</u> )  Description of Carry Forward ( <u>Reserve</u> ) Balance	Carry		_	
		-	-	
		-	_	
		-		

# **ANNUAL S&A BASE FUNDING REQUEST**

\$15,000

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DIS	SCLOSURE OF NON-S&A FUNDING SOURCES					
	DISCLOSURE OF NON-S&A FUNDING SOURCES					
	Description of Non-S&A Funding Source	Year 1	Year 2	Year 3	Year 4	Average Annual Amount
						-
	DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-
DI	SCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL					