

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

Name of Program, Activity, or Service **Symposium Of University Research & Creative Expression** **S&A Project ID/ID's** **4001700003** **Submitted By** **Jamie Gilbert, SOURCE Program Coordinator; jamie.gilbert@cwu.edu**

Total Annual Base Funding Requested **\$ 51,972**

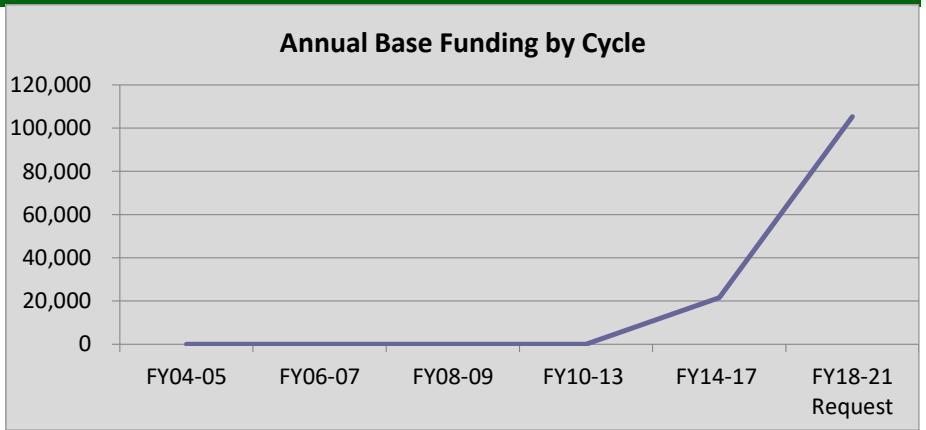
BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

The annual Symposium Of University Research and Creative Expression (SOURCE), held in May, is the flagship event of the Office of Undergraduate Research (OUR) and one of the largest events at CWU. As the longest-running student research symposium in Washington, SOURCE is unusual in that students from all disciplines—from fine arts to humanities to sciences and engineering—are welcomed as presenters, and we support oral presentations, poster presentations, performances, art and engineering exhibits, business plan presentations, and panel presentations. Judges from CWU and professional communities provide feedback to students and nominate presentations for awards. All presentations are documented via a searchable online archive (ScholarWorks) through Brooks Library as well as through printed and online SOURCE programs. SOURCE participation has increased each year, leading OUR to expand SOURCE to a 2-day event in 2016 and hire a full-time (11-month) program coordinator. The expansion allowed us to add keynote speakers and alumni career panels to the program. SOURCE 2016 had 365 presentations (with approximately 620 student participants) and over 6300 students, staff, faculty, alumni, and community members in attendance. Our proposed base funding request is more closely aligned with the base funding + supplemental request of the most recent year, and allows for continued growth and expansion of support for students leading up to SOURCE. More information about SOURCE and archives of past

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	-
Student Payroll	7,400
Employee Benefits	222
Goods & Services	42,400
Travel	1,950
Equipment	-
Annual Base Expenses	51,972
<i>Less: Annual Other Funding Sources</i>	-
Annual Base Funding Request	\$ 51,972



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Symposium Of University Research & Creative Expression

S&A Project ID/ID#

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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	1.0	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%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL						-

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
		per Month			15.0%	-
	-	per Month			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%	-
	-	per Month	12.0	1	15.0%	-
BASE <u>CIVIL SERVICE</u> and <u>TEMP</u> PAYROLL EXPENSE TOTAL						-

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BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	<i>Overall Benefits %</i>	Annual Base Amount
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	3.0%	222
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL	3.0%	222

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BASE GOODS & SERVICES EXPENSE TOTAL

42,400

BASE TRAVEL EXPENSE

Description of Travel Expense

Annual Base Amount

Travel and conference expenses for SOURCE Ambassadors

1,950

BASE TRAVEL EXPENSE TOTAL

1,950

BASE EQUIPMENT EXPENSE

Description of Equipment Expense

Quantity

Cost Each

Total Cost

Annual Base Amount

-
-
-

