

Funding Application: Undergraduate Senate [AGU-000104]

**Student Organization**  
Stanford Undergraduate Research Association

**Program Title**  
SURA Annual Grant 2019-20

**Start Date**  
24-SEP-2019

**End Date**  
12-JUN-2020

**Academic Year**  
2019-2020 Academic Year

**Grant Type**  
Annual

**Funding Line(s)**

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
1	01-8175-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Event Food->Food for Kickoff Event, Workshops, Mentorship Program/Dinners, SRC Meals, Welcome Dinner SURA Board, Mid-Year SURA Core Dinner, Catering for SRC				\$10,655.98	\$10,655.98	\$10,655.98
2	01-8175-30-2910 (Annual Grants - Event Services - VSO)	Casual Labor->SRC Poster Session Setup and Moving, SRC Student Photography, SRC Meal Setup and Moving Services				\$1,085.51	\$1,085.51	\$1,085.51
3	01-8175-30-2910 (Annual Grants - Event Services - VSO)	Technical Services->SRC Opening and closing ceremony media tech services				\$365.68	\$365.68	\$365.68
4	01-8175-30-2910 (Annual Grants - Event Services - VSO)	Facilities Rental->SRC Meal Facilities, Annual Kickoff Event Facilities, Mentorship Program Kickoff Event Facilities, Activities Fair Table Fee				\$3,305.30	\$3,305.30	\$3,305.30
5	01-8175-30-2910 (Annual Grants - Event Services - VSO)	Facilities Janitorial->SRC Meal Facility Janitorial				\$1,376.81	\$1,376.81	\$1,376.81
6	01-8175-30-2950 (Annual Grants -	General Supplies Tape and Mentorship				\$318.18	\$318.18	\$318.18

Line #	Account	Line Description	Funding Manager Notes	Event Name	Event Date	Requested Amount	Recommended Amount	Approved Amount
	Office Supplies - VSO)	Program, SRC Conference Banner, Photo Backdrop, Pens, Stickers, Promotional Banners						
7	01-8175-30-2990 (Annual Grants - Travel - VSO)	Travel Grants, Travel to Harvard's National Collegiate Research Conference, Zipcar, Travel to SURA annual retreat, Travel to purchase SRC supplies, Travel to national research conferences				\$2,060.45	\$2,060.45	\$2,060.45
8	01-8175-30-2955 (Annual Grants - Equipment - VSO)	Equipment Rental->SRC Tables, SRC Poster Board Stands				\$1,481.46	\$1,481.46	\$1,481.46
9	01-8175-30-2930 (Annual Grants - Marketing & Printing - VSO)	Activities Fair Flyers and Banners, Annual Kickoff Flyers, Workshop Flyers, Mentorship Program Flyers, SRC Flyers, Bootcamp Flyers				\$925.22	\$925.22	\$925.22
10	01-8175-30-2920 (Annual Grants - Event Food & Supplies - VSO)	Event Supplies->SRC Folders, Printing programs, Water Bottles, String Bags, Nametags, Abstracts, Gifts for Speakers and Workshop Faculty SRC, Nametags for Workshops and Mentorship Program				\$3,607.76	\$3,607.76	\$3,607.76
11	01-8175-30-2900 (Annual Grants - Honoraria - VSO)	Travel and Stay				\$881.16	\$881.16	\$881.16

		Requested	Recommended
Totals	\$26,063.51	\$26,063.51	
Final Allocation			\$26,063.51

## Questions

Question	Answer
What is the average attendance at your events?	Turnout at faculty dinners and workshops are 15-20 students; community research nights are about 50 students; mentorship events are about 120 students; SRC has 150 student attendees annually.
Why are you requesting Annual Grants?	The Stanford Undergraduate Research Association (SURA) aims to promote an academic community around undergraduate research on campus. We host many events that impact students across the Stanford community and engage graduate students, faculty, postdoctoral fellows, and other members of the academic community. We also host an intercollegiate conference bringing students from around the country to our campus. These events typically get strong attendance, ranging from 20--150 attendees depending on the type of event. These events are rather expensive, but we hope our history of making the most impact from our limited budget makes clear that we are asking for a budget that is commensurate with the level of programming we conduct on campus. Furthermore, for the last three years we have successfully requested special fees, and we hope that our strong record of financial stewardship makes clear that we are capable of managing the level of budget that accompanies special fees.
What are the three largest line item requests in your budget and why?	<p>This year, the three largest line item requests are for Event Food, Event Supplies (both grouped under Event Food &amp; Supplies), and Facilities Rental (grouped under Event Services).</p> <p>Event Food (\$10,655.98) is the largest line item because we use money from Event Food to cater meals for 150 students at SRC; purchase food for 120 students at every mentorship event; cater meals for 100 students at the SURA Annual Kickoff; purchase food for faculty dinners; and purchase refreshments for faculty workshops. So far this year, we spent \$698.34 catering food for the Annual Kickoff in October; \$133.87 catering dinner for a faculty dinner in December; and \$576.53 at our annual teambuilding retreat. Most of our expenses come late in winter quarter and during spring quarter, since our big mentorship events happen in March and SRC happens in April. In 2017-18, our March annual mentorship dinner cost us \$422.75; our April mentorship panel cost us \$195.86; an additional faculty dinner cost us \$176.27; dinner for team members to support SRC prep cost us \$216.29; and catering for SRC cost a total of \$6,188.11. Based on these events alone, our anticipated Event Food expenses will be \$8608.02. Note that this does not take into account the fact that we plan on doing at least three more faculty dinners than last year, which will cost around an extra \$500; the fact that we purchase refreshments for workshops, which will cost around an extra \$100 (since we have two more workshops in mind this year); and the fact that we need at least a \$1500 cushion for SRC catering since catering is very costly and <i>minor</i> price fluctuations can easily spell hundreds of dollars. Our budget has already been cut to less than what it was three years ago, so we do not provide food/snacks at internal meetings. The only costs that benefit us personally are the annual teambuilding retreat and dinner to support SRC preparation, which we believe is reasonable since prepping for a 150+ attendee conference requires days of unpaid volunteer work. So we are requesting an additional 5% to our food budget in recognition of our financial stewardship and significant financial responsibilities.</p> <p>Event Supplies (\$3607.76) funds marketing materials, banners, handouts, flyers, and miscellaneous items for SRC. We have not yet spent the money this year because</p>

Question	Answer
	<p>SRC happens in April. Last year, we spent \$174 on SRC flyers; \$382.02 on folders for SRC participants; \$118.42 on gifts for guest panelists speaking at SRC; \$179.34 on customized pens; \$143.23 on handouts for SRC participants; and \$261.87 on general supplies like thumbtacks and tape. This year, we are looking to expand student attendance by at least 50, and furthermore this year one improvement we want to make is using higher-quality flyers and handouts, which will necessitate higher expenditures.</p> <p>Facilities Rental (\$3305.30) primarily funds rent for venues at SRC. Again, we have not yet used it this year because SRC happens in April. Last year, we spent \$1780 renting the Arrillaga Alumni Center for SRC; \$320 renting the Stanford Guest House to house students for SRC; \$100 renting rooms at the Bechtel Center for mentorship events and the SURA annual kickoff; and \$50 renting the Black Community Services Center for mentorship events. In the coming years, we are considering renting places that offer janitorial services, which are more expensive but will free up SRC organizers' time to better serve SRC attendees. For this reason, we are requesting an increase in Facilities Rental funding.</p>
<p>What events/programs does your group hold throughout the year for the Stanford community?</p>	<p>We have five large initiatives: the mentorship program, faculty dinners &amp; workshops, community research nights, our newsletter, and the Stanford Research Conference. The mentorship program connects hundreds of undergraduates in various departments around campus to graduate students who share similar academic interests. The faculty dinners and workshop series is a program where approximately every quarter we host a lecture or workshop held by academic staff or faculty on campus on a particular academic or professional development topic. This occasionally includes a meal such as a lunch or dinner. This year, we have begun partnerships with the Stanford Economics Department and SIEPR to increase outreach and support for our events.</p> <p>The community research nights series is a monthly initiative to co-sponsor research-focused dinners. These are casual events to get students who might be interested in research to learn more about our organization. We often invite graduate students and have a professional development theme.</p> <p>Our newsletter goes to our listserv and is posted on our Facebook and webpage. It is a monthly newsletter that coalesces opportunities from across campus into an easily-readable format. It lists various research engagements, internships, fellowships, and grant opportunities for students interested in academic research. This year, our newsletter debuted a monthly Q&amp;A and 'Researcher of the Month' initiative to increase student engagement with peer undergraduate researchers. Finally, our three-day annual, intercollegiate conference is the largest event we host. 80 percent of the 120 attendees come from off campus. They participate in three days of professional development and research-oriented activities, which includes panels and guest lectures. All participants give poster presentations; some give plenary talks. We have graduate students evaluate their research at the poster session and also have many faculty speak at the event. We encourage you to visit <a href="http://sura.stanford.edu">sura.stanford.edu</a> to understand, in greater detail, previous and planned programming.</p>
<p>Have you applied for Annual Grants in the past 3 years? If so, please detail the outcome of each attempt.</p>	<p>Yes, we applied and were approved each time.</p> <p>In 2016-17, we applied for \$24,944.33 and received \$23,618.33.</p> <p>In 2017-18, we applied for and received \$25,897.13.</p> <p>In 2018-19, we applied for \$27,166.09 and received \$24,822.38.</p>

Question	Answer
Please provide four contacts for your group (two must be graduates if also applying for Graduate Annual grants). These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.	Michelle Bach (mspark19@stanford.edu); Dahee Chung (dahee@stanford.edu); Nitya Mani (nityam@stanford.edu); Reese Pathak (rpathak@stanford.edu)
How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?	We are registered with Events at Stanford. In addition, we promote events through our Facebook page, which has over 1300 followers, as well as SURA's mailing list, which has about 500 student subscribers.
If you are an umbrella group, please list the groups for which you are applying for Annual grants, their ASSU account numbers, and contact information for their financial officers.	We are not an umbrella group.
Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:	We help students enhance their academic experiences with research opportunities outside the classroom that build upon academic learning. Questions can be referred to SURA co-presidents Michelle Bach (msbach@stanford.edu) and Dahee Chung (dahee@stanford.edu), or to our general executive team at (board.sura@gmail.com).
Are you also applying for Graduate Annual Grants?	No
If you applied for Annual Grants last year, is there an increase in the amount you're seeking this year? If so, why?	Yes, we are requesting an increase of 5% to recognize our growth in outreach and partnerships. We have begun partnering with on-campus departments like the Economics Department and SIEPR for on-campus workshops, which are bringing in ever higher levels of student engagement (between 5-10 extra students per workshop, with 6 or more workshops happening annually), and we want to keep these students interested and coming to our research events. We are committed to providing excellent services to our 150 attendees at SRC while making sure finances are not an obstacle for student attendees, and we are requesting a budget increase in recognition of the fiscal demands of SRC. Finally, we are supporting over 100 students in our mentorship program and want to ensure that our mentorship program continues to bridge undergraduates and research as effectively as in years past. More details about our planned expenses are provided under the question ¿What are the three largest line items in your budget?¿

## History

Date	Assignment Group	Assignee	Action	Comments
13-JAN-2019 11:48 AM	In Progress	tzhu10	FO Submitted	
24-JAN-2019 11:54 PM	Funding Admin		Assigned	
04-FEB-2019 12:57 PM	Funding Committee	jseney	Approved	
04-FEB-2019 01:11 PM	Legislative Body		Assigned	
18-FEB-2019 03:00 PM	Legislative Body	jseney	Approved	
18-FEB-2019 03:02 PM	Accountant			