# Funding Application: Undergraduate Senate [AGU-000077]

**Student Organization**
Stanford Undergraduate Research Journal

**Program Title**
Stanford Undergraduate Research Journal Annual Grant 18-19

**Start Date**

**End Date**

**Academic Year**
2018-2019 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 | 01-8158-30-2950 (Annual Grants - Office Supplies - VSO) | Computer Software Expenses->5 Adobe inDesign licenses for five months in order to produce the journal | | | | $500.00 | $500.00 | $500.00 |
| 2 | 01-8158-30-2930 (Annual Grants - Marketing & Printing - VSO) | To improve the marketing and branding of SURJ, we will expand our marketing operations with more flyering which requires additional copies. | | | | $40.00 | $40.00 | $40.00 |
| 3 | 01-8158-30-2930 (Annual Grants - Marketing & Printing - VSO) | Funding for marketing to solicit submissions, central to our goal of finding high quality undergraduate research. | | | | $250.00 | $250.00 | $250.00 |
| 4 | 01-8158-30-2950 (Annual Grants - Office Supplies - VSO) | Copies Not Marketing->Printing costs for the SURJ journal. Every author receives a copy of the journal, and VPUE takes a large number of the journals. The rest are distributed to various campus locations. | | | | $5,500.00 | $5,500.00 | $5,500.00 |
| 5 | 01-8158-30-2950 (Annual Grants - | Postage/Courier->For mailing journal materials | | | | $100.00 | $100.00 | $100.00 |

| Line # | Account | Line Description | Funding Manager Notes | Event Name | Event Date | Requested Amount | Recommended Amount | Approved Amount |
|---|---|---|---|---|---|---|---|---|
| | Office Supplies - VSO) | | | | | | | |
| 6 | 01-8158-30-2920 (Annual Grants - Event Food & Supplies - VSO) | Supplies for the SURJ release and editing party. These include napkins, utensils, tablecloths, plates, cups, and miscellaneous decorations. This amount has remained constant for several years. | | | | $111.00 | $111.00 | $111.00 |
| 7 | 01-8158-30-2920 (Annual Grants - Event Food & Supplies - VSO) | Food for the SURJ release party. This occurs shortly after publication, and authors & their families are invited to come, as well as SURJ staff, faculty reviewers, and anyone who is interested in student research. Expected attendees: 150. | | | | $500.00 | $500.00 | $500.00 |
| 8 | 01-8158-30-2920 (Annual Grants - Event Food & Supplies - VSO) | Editing Party food to celebrate the completion of editing and contributions by everyone involved, open to the campus advertised to the dorms via email | | | | $315.00 | $315.00 | $315.00 |
| 9 | 01-8158-30-2960 (Annual Grants - Meeting Food - VSO) | Food for the regular section meetings, which are necessary to produce the journal and often take place during food hours | | | | $100.00 | $100.00 | $100.00 |

| | Requested | Recommended |
|---|---|---|
| Totals | $7,416.00 | $7,416.00 |
| Final Allocation | | $7,416.00 |

## Questions

| Question | Answer |
|---|---|
| What is the average attendance at your events? | We have one large event a year beyond regular staff meetings, which is the SURJ release party, as well as a smaller editing party we anticipate about 45 people in attendance for. We tend to have around 100-150 people come to the release party and expect about 150 as of recent years. |
| Why are you requesting Annual Grants? | We need a substantial amount of money to print our journal each year, and this seems like the best source of funding for this expense. This makes up the bulk of our budget, with the remainder consisting of a small amount of money for food and supplies for release party and regular staff meetings. |
| What are the three largest line item requests in your budget and why? | $5500 - Printing costs for the journal. This is an unavoidable expense that we encounter each year, since we need to print the journal. Comparable to recent years, and a substantial decrease relative to the last Special Fees application. An increase over last year due to uncertainty in publisher quality. $500 - Computer Software Expenses - In order to use inDesign for our production team. Last year, lack of funding and certainty of standard journal editing software resulted in complications within the production section. $500 - Event food for the SURJ Release Party. Roughly 150 people attend and are expected to attend, including the families of the published authors, as well as all of SURJ staff, faculty reviewers, and anyone else who is interested in student research so we like to have a small amount of food available. Also, the party lasts several hours in the middle of the day, and all staff are expected to attend, so we also need food for them. |
| What events/programs does your group hold throughout the year for the Stanford community? | We typically have one or two events during the year, which include the aforementioned release and editing party. Anyone is invited to come and meet the authors, and to learn more about SURJ and research on campus. In general we benefit the Stanford Community both by providing a way for students to publish their research and by disseminating undergraduate research to the larger community. |
| Have you applied for Annual Grants in the past 3 years? If so, please detail the outcome of each attempt. | We were approved for $7,920.00 for the 2015-2016. In the years since, we have regularly requested funding comparable to our current funding requests through quarterly grants. Last year, we had lower costs than in the past, for printing and similar, but ultimately had a shortage |
| 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. | Vice President, Ramya Balasingam, ramyab@stanford.edu; Financial Officer, Eric Zelikman, ezelikma@stanford.edu |
| How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford? | We publicize our events and programs through a combination of email lists, flyering, outreach events like the activity fair, and intend to increase online advertising. I do not believe we have |

| Question | Answer |
|---|---|
| | registered with Events at Stanford. |
| 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. | N/A |
| Please define the services provided by your group with the Special Fee, as per the ASSU Constitution: | We benefit the Stanford Community both by providing a way for students to publish their research and by disseminating undergraduate research to the larger community. |
| 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? | Does not Apply |

## History

| Date | Assignment Group | Assignee | Action | Comments |
|---|---|---|---|---|
| 23-AUG-2018 10:05 AM | In Progress | mikelee9 | FO Submitted | |
| 23-AUG-2018 10:14 AM | Funding Admin | | Assigned | |
| 23-AUG-2018 12:28 PM | Funding Committee | lfatuesi | Approved | |
| 23-AUG-2018 05:19 PM | Legislative Body | lfatuesi | Approved | |
| 23-AUG-2018 05:19 PM | Accountant | | Assigned | |
| 24-AUG-2018 01:15 PM | Accountant | sbenton | Approved | |
| 24-AUG-2018 01:15 PM | Posted | assusystem | Approved | |