Student Success Fee
Academic Related Programs (SSF-ARP)

INFORMATION AND TIPS FOR PREPARING AND SUBMITTING AN APPLICATION

About Student Success Fee

- Approved in Spring 2014

- Effective Fall 2014

- A portion of this fee (10%) is dedicated to support enhancing student success at the college level through expanded academic related programs.

- Remaining (90%) increase tenure-track faculty line & course sections

Academically Related Programs

2014-15
Year One
- $300,000 available (+$150,000)
- 81 proposals funded
- $50/Semester

2015-16
Year Two
- $600,000 available (+$118,000)
- 63 proposals funded
- $100/Semester

2016-17
Year Three
- $950,000
- 82 proposals funded
- $150/Semester

2017-18
Year Four
- $1,300,000 available (+114,000)
- $200/Semester

About Student Success Fee

- Academic Related Programs (ARP) are defined as those activities and programs which are an extension of the formal learning experience in a course or academic program. They provide an opportunity for students to become engaged and involved in their education outside of their academic courses to enrich their overall educational experience.

Submitting an SSF-ARP Proposal

- To apply, you must be a current SDSU student AND must be present on the main campus during the entire 2017/2018 academic year.

- Application link is available on **ssfee.sdsu.edu**

- The **deadline** to submit an application: **4 PM, Friday, October 6, 2017.**

- For technical difficulties please email **studentsuccessfee@mail.sdsu.edu**.

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Submitting an SSF-ARP Proposal

- The application for funding covers a specific timeframe. Project/travel must be completed and funds fully expended within this timeframe so please keep this in mind when submitting your proposal.
(December 1, 2017 – May 15, 2018; no summer funding)

- Only applications submitted through apply link will be considered. No paper or email applications will be accepted. Incomplete applications will be automatically disqualified from the vetting process.

Submitting an SSF-ARP Proposal

- Garner university support

- Students must have Faculty/Staff Advisor for the project
  - Advisor should be willing to:
    - Provide feedback and assist with the application submission
    - Engage with students throughout the project/travel
    - Assist students with university policies and procedures

Submitting an SSF-ARP Proposal

- Student responsibilities associated with a SSF-ARP proposal
  - Must adhere to deadlines and procedures
  - Student submitting proposal has primary responsibility for the project and is responsible to:
    - Provide upfront and ongoing communication with the College Contact to facilitate proposal submission and (if approved) project expenditures.
    - Report project outcomes (if approved) upon completion of project

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Contact Us

SSF Coordinators:

College contact for all aspiring proposals. If you need help or have a question that you can't find the answer to online. Reach out to your SSF College Contact.

Karey Sabol
Arts & Letters
Assistant Dean
619-594-6270
✉ Email

David Ely
Business
Associate Dean
619-594-6842
✉ Email

Patricia Lozada-Santone
Education
Assistant Dean
619-594-1426
✉ Email

Theresa M. Garcia
Engineering
Assistant Dean
619-594-5807
✉ Email

Jessica Robinson
Health & Human Services
Assistant Dean
619-594-6151
✉ Email

Donna Conaty
PSFA
Associate Dean
619-594-6815
✉ Email

Estralita Martin
Sciences
Assistant Dean
619-594-1204
✉ Email

Stephen Schellenberg
Campus-Wide
Associate Dean
619-594-2132
✉ Email

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General considerations for proposals and project/travel budget

- Guest Lecturer
  - CANNOT be an SDSU affiliate (student/faculty/staff)
  - Cost may vary based on speaker fee and arrangements
  - Consult with college SSF contact

- Student Travel
  - Maximum daily travel reimbursement allowance is $60 lodging and $20 for meals
  - Itemized receipts must be provided
  - No food/lodging reimbursement for travel less than 24 hours
  - Travel expenses must be economical (NO 1st class airfare, 5-star hotels, or rented limos)
  - SSF funds may pay transportation expenses for one faculty/staff advisor per trip
  - Other travel costs for the faculty/staff advisor must be paid from alternative funding source

SSF Funding Restrictions

- The following expenditures are **NOT ALLOWED**:
    - Tutoring
    - Food
    - Giveaways/Incentives (t-shirts, tote bags, gift cards, etc.)
    - Scholarships
    - Individual research
    - Payment to any SDSU student/faculty/staff (unless for student travel/expense reimbursement)
    - Consult with your SSF College Contact if you have any questions

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Submitting an SSF-ARP Proposal

- Supplies/Equipment/Marketing
    - Equipment is defined as non-consumable. Purchase of equipment may be considered in exceptional cases and must be included in the approved budget.
    - All non-consumable items purchased are considered university property and must be returned to the college when the project is completed.
    - SSF-ARP funds will NOT support purchase of equipment that is more appropriately supported via an alternate funding source (i.e. computer lab, research lab, etc.)
    - University purchase orders are the preferred method for purchasing supplies and equipment and must be coordinated by the college/division SSF-ARP contact.
    - If purchases are made by students, itemized receipts are required for reimbursement for supplies.
    - Marketing for special events/programs must note that event/program is supported by SSF-ARF funds.

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Submitting an SSF-ARP Proposal

- Facilities Rental
  - Many university facilities are available for SSF-ARP use at no or minimal cost.
  - Consult with Student Life and Leadership & Associated Students for facility options and costs.

- Parking
  - Consider parking options and costs for the project
  - Guest permits may be purchased by the college/division SSF-ARP contact.

Application

- Resources available online include the following:
  - General Guidelines
  - Budget Templates
  - Sample Applications
  - Timeline
  - Checklists
  - FAQs

Student Success Fee

Student Success Fee

In the Spring of 2014, a new mandatory Student Success Fee (SSF) was approved, effective Fall 2014. A portion of the fee (10%) is dedicated to enhancing student success through expanded Academic Related Programs. The remaining portion of the fee (90%) is used to increase the number of tenure-track faculty lines and course sections.

Academic Related Programs (ARPs) are defined as those activities and programs which extend the formal learning experience in a course or academic program. They provide an opportunity for students to become engaged and involved in their education outside of their academic courses to enrich their overall educational experience. ARPs involve a faculty, staff, or campus administrator in a support role to the students working on specific projects. Examples of ARPs include but are not limited to student colloquia, lecture series, seminars, student projects, student competitions, student forums, student exhibitions, student productions, student performances, and participation at professional conferences.

Apply Today!

To be considered, submit your application by 4pm PT, October 6, 2017

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2017/2018 Academic Related Programs

Academic Related Programs (ARPs) are defined as those activities and programs which extend the formal learning experience in a course or academic program. They provide an opportunity for students to become engaged and involved in their education outside of their academic courses to enrich their overall educational experience.

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🅟 General Guidlines	🅟 Budget Template	🅟 Sample Applications	🅟 Timeline

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San Diego State University

2017/2018 Student Success Fee Application

Student Success Fee academically-related program funding is provided on an annual basis to fund initiatives that have the potential to be high-impact student learning opportunities. Each proposal must be submitted by a lead student and will need to be supported by a faculty, staff, organization adviser or campus administrator.

If approved, Student Success Fee activities are subject to SDSU's regulations for conducting on campus and off campus activities. A Release of Liability (Waiver) may be required. Information related to SDSU's regulations will be included in your Approval letter.

Projects must occur between December 1, 2017, and May 15, 2018; no summer funding.

Only applications submitted through this link will be considered. No paper or email applications will be accepted. Incomplete applications will be automatically disqualified from the vetting process. **All fields are mandatory.**

The deadline to submit an application for SSF 2017-2018 Funding is 4 PM, Friday, October 6, 2017.

If you experience technical difficulties, please email studentsuccessfee@mail.sdsu.edu.

Next

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![San Diego State University logo]

2017/2018 Student Success Fee Application

Project/Proposal Name (150 characters, including spaces)

[   ]

Student Contact Name

To apply, you must be a current SDSU student AND must be present on the main campus during the entire 2017/2018 academic year.

[   ]

Student E-mail Address
(Please make sure this is a current email address as it may be used to contact you regarding your application)

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Previous   Next

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2017/2018 Student Success Fee Application

Funding Amount Requested

[   ]

Previous   Next

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2017/2018 Student Success Fee Application

College

- ○ Arts & Letters (CAL)
- ○ Business Administration (BUS)
- ○ Education (EDU)
- ○ Engineering (ENG)
- ○ Health and Human Services (HHS)
- ○ Professional Studies & Fine Arts (PSFA)
- ○ Sciences (SCI)
- ○ Campus-Wide Initiatives (select if undeclared major or if your project will impact students of more than one college)

Class Level

- ○ Freshman
- ○ Sophomore
- ○ Junior
- ○ Senior
- ○ Master's
- ○ Doctoral

Previous   Next

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2017/2018 Student Success Fee Application

Please identify your supporting faculty or staff member who reviewed the project/application.

Supporter Name

Supporter Email

Previous   Next

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2017/2018 Student Success Fee Application

Project Summary (300 characters or less, including spaces)

Project Description (2,000 characters or less, including spaces)

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Project Impact (1,000 characters or less, including spaces)

Who is the intended audience? Who benefits as a result of this project? Who will be served as a result of this project?

[text input box]

Previous   Next

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Project Goals & Objectives (600 characters or less, including spaces)

What will make your project/event a success?

Timeline (340 characters or less, including spaces)

All projects must be completed AND awarded funds must be spent between December 1, 2017 and May 15, 2018.

Previous

Next

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2017/2018 Student Success Fee Application

Please give us a breakdown of your budget. Enter brief descriptions and totals for each applicable category below. *(Write N/A or Not Applicable for budget categories that don't apply to your project.)*

Please feel free to use this template budget file to create an itemized budget for your project.
Download the template here: SSF 2017 Budget Template.xlsx [.xlsx file].

You will have a chance to upload your completed itemized budget on the next page.

All awarded funds must be spent between December 1, 2017 and May 15, 2018.

Student travel (describe)

$ 0

Guest lecturer (describe)

$ 0

Supplies and services (describe)

$ 0

Printing (describe)

$ 0

Miscellaneous (describe)

2017/2018 Student Success Fee Application

You may upload your completed itemized budget here (only CSV, XLS, XLSX, or ODS files) **(not mandatory).**

Drop files or click here to upload

Previous

Next

2017/2018 Student Success Fee Application

Your application has NOT been submitted yet!

Please scroll down to the bottom of this page to review your responses and then click "Next" to submit.

You can click "Previous" to make any changes to your application. You can also download your responses as a PDF for your records.

Below is a summary of your responses	Download PDF

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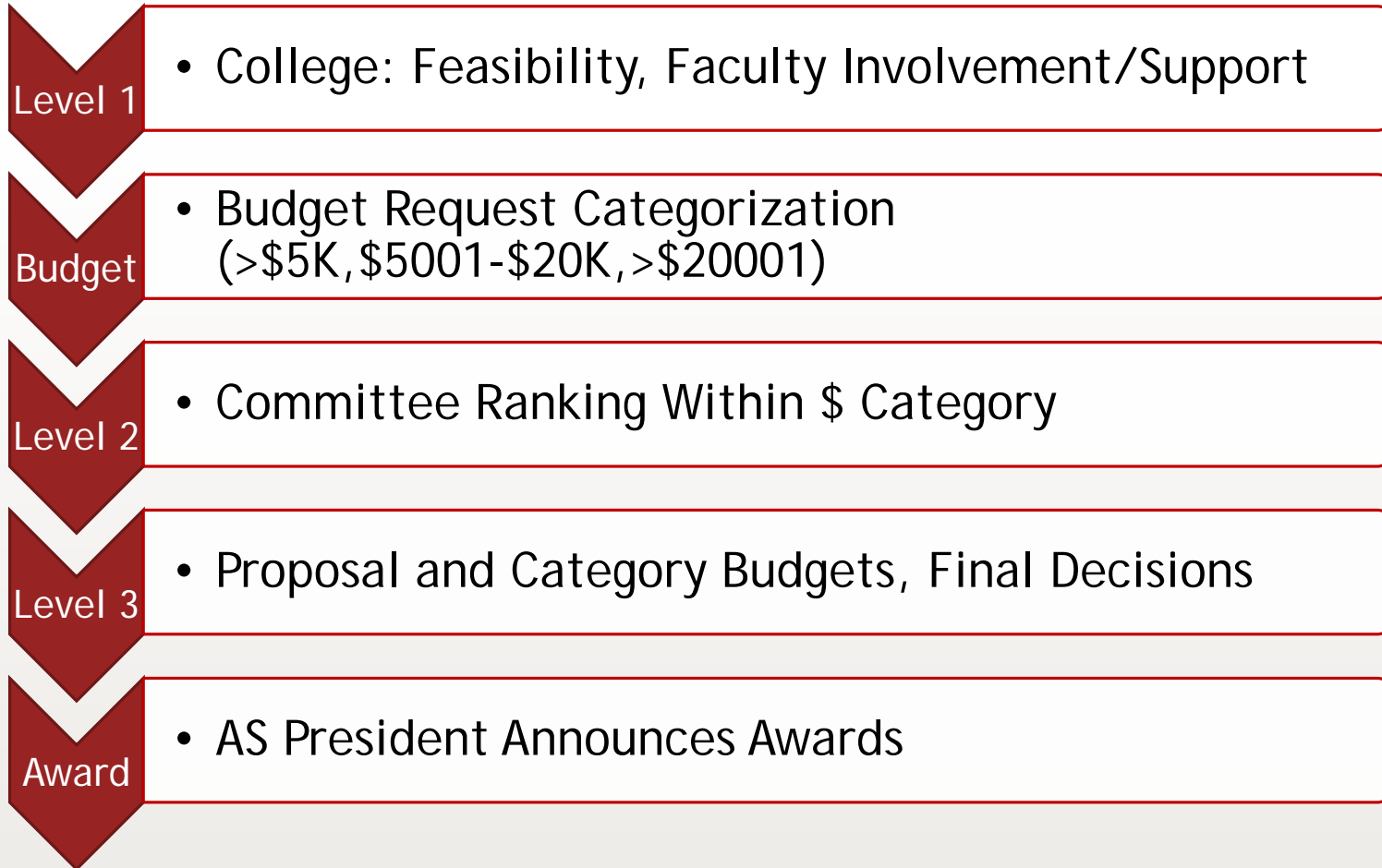
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2017/2018 Student Success Fee Application

We thank you for your time spent filling this application.
Your application has been submitted.

Review Process

Level 1
- College: Feasibility, Faculty Involvement/Support

Budget
- Budget Request Categorization (>$5K,$5001-$20K,>$20001)

Level 2
- Committee Ranking Within $ Category

Level 3
- Proposal and Category Budgets, Final Decisions

Award
- AS President Announces Awards

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Review Process - Detail

Level 1 — College Formed Review Committees

- At least 3 students
- No more than one student from each department or school
- At least one faculty with a stipulation that there will be no more than 4:1 students to faculty ration
- Dean's office representative: Assistant or Associate Dean

Level 2 — Committee Ranking within Budget Category

- 2 AS CFAC members
- 7 Undergraduate Students
- 2 Graduate Students – GRA selects
- 2 Faculty Administrators – from Level 1 review
- Ex-Officio CFAC member

Level 3 — Proposal and Category Budgets/Final Decision

- 7 AS Representatives on CFAC
- 3+ Ex-Officio CFAC members

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Student Success Fee Academic Related Programs	2017/2018
Application Announced	*Sept 1, 2017 (Friday)*
Workshop #1	Sept 5, 2017 (Tuesday)
Workshop #2	Sept 7, 2017 (Thursday)
Workshop #3	Sept 12, 2017 (Tuesday)
Workshop #4	Sept 14, 2017 (Thursday)
Workshop #5	Sept 18, 2017 (Monday)
Workshop #6	Sept 20, 2017 (Wednesday)
Workshop #7	Sept 26, 2017 (Tuesday)
Workshop #8	Sept 28, 2017 (Thursday)
Workshop #9	Oct 2, 2017 (Monday)
Workshop #10	Oct 3, 2017 (Tuesday)
Application Due	*Oct 6, 2017 (Friday)*
Level 1 Completes Evaluation of Proposals	Oct 20, 2017 (Friday)
Level 2 Completes Evaluation of Proposals	Nov 3, 2017 (Friday)
Level 3 Evaluates Budgets & Approves Projects	Nov 13, 2017 (Monday)
Recommendations Taken to CFAC	November 17, 2017 (Friday)
Notifications Sent	Week of November 20, 2017
Final Report Due	*May 15, 2018 (Tuesday)*

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Tips

- Communicate with College Contact for Questions & Review

- Work Collaboratively school/college/university wide

- Select an active advisor

- Proofread

- Ask questions!

- Proofread

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2016-2017 Final Survey Results

- **97%** reported the project contributed to their educational experience

- **100%** would recommend participation in SSF-ARP to their peers

- **5000+** were impacted by the projects mostly as consumers (e.g. audience, conference participants)

- 2016-2017 SSF-ARP Annual Report is available online at ssfee.sdsu.edu

Reflections on Experience

"This project has given all its members practical experience in their chosen majors"

"Writing the proposal was highly valuable. That the opportunity exists at all is extremely valuable.

"The most rewarding experience was introducing students to something they had never seen before and being able to contribute positively to their experience at SDSU."

"I was able to use my project in my graduate school apps to show that I am an active and dedicated student which impressed schools and helped me personally succeed."

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Questions?