VPUE Undergraduate Program Enhancement Grants

Program Overview

UPEGs are designed to provide academic departments and programs with funding that will facilitate students’ exposure to the intellectual resources of departments and programs, to build community within a major or program, and to support honors programs. The grants support all students, whether freshmen and sophomores contemplating the major or juniors and seniors already in the major (both honors and non-honors students).

Name of department, program, or group (e.g. pre-veterinary students, public service scholars):

Number of majors, minors, and honors conferred in 2017

<table>
<thead>
<tr>
<th>Number conferred in 2017</th>
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</thead>
<tbody>
<tr>
<td>Majors</td>
</tr>
<tr>
<td>Minors</td>
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</table>
Contact Information

Name of person submitting proposal:

Email address of person submitting proposal:

Who will lead and oversee the implementation of the proposed activities (please include names and titles)?

Email address(es) of individual(s) overseeing grant:

Name of financial contact within the proposer's department or program.
(This person will provide budgetary oversight should the grant be awarded. Appropriate contacts should already have authority over the relevant organizational code.)

Email address of financial contact:

Did you receive a UPEG grant last year?

- Yes
- No

Please provide a brief description of achievements from the last year (useful information may include participation numbers, brief summaries of student or faculty evaluations or feedback, etc.) How are you modifying this year's plans to respond to outcomes from last year?

Supported areas include:

**Major recruiting**

Includes events specifically targeted for students contemplating the major. Generally *not* supported are promotional materials (e.g. t-shirts, mugs). H&S departments and programs should apply to Susan...
Weersing (weersing@stanford.edu) for H&S major recruiting funding.

**Student mentoring and development**
Includes support for faculty mentoring of students who have declared the major; peer advising; and events or materials to explore graduate study and career development.

**Community building**
Includes faculty/student gatherings; events to develop intellectual atmosphere and social cohesion, including meals and end-of-year celebrations; and trips to educational events.

**Honors support**
Includes events for honors students and their faculty; appointment and training of one or more advanced graduate students to advise honors students on writing, thesis design, disciplinary content, or data analysis; honors workshops and symposia for juniors preparing proposals and for seniors writing theses, including graduate student assistants, course development, supplies, and refreshments; and workshops on oral presentation skills and support for honors thesis presentations.

In which supported categories are you requesting funds?

- [ ] Major Recruiting
- [ ] Student Mentoring and Development
- [ ] Community Building
- [ ] Honors Support
- [ ] Other

Describe one activity per entry below. Repeated events need only be listed once. Please include how the activity will enhance your program, and a budget explanation if
necessary (e.g. how peer mentor salaries are calculated). Budget entry will be requested below.

Activity and brief description

Activity and brief description

Activity and brief description

Activity and brief description

Activity and brief description
Activity and brief description

Would you like to add more activities?

- [ ] Yes
- [x] No

Activity and brief description

Activity and brief description

Activity and brief description
Would you like to add more activities?

- Yes
- No

Activity and brief description
Activity and brief description

Activity and brief description

Activity and brief description

Activity and brief description

Activity and brief description
**Note on expense eligibility:**
Please note that funds may not be used for teaching or administrative salaries, nor may they be used to support co-terminal masters’ program activities (i.e., funds can only support undergraduate students on whom no degree has been conferred). Priority will go to student experiences and interactions with faculty and with one another over promotional materials, costly entertainments, or individual student project supplies. Equipment is typically not supported, but where it may be appropriate as part of a proposal expenses are carefully reviewed and require substantial cost-sharing with the department. Peer mentor salaries should be reasonable (typically about $15/hr) and based on anticipated hours worked.

**Budget**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Activity 1</td>
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<td>Activity 2</td>
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<td>Activity 3</td>
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<td>Activity 6</td>
<td>$0</td>
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<tr>
<td>Activity 7</td>
<td>$0</td>
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</tbody>
</table>
Activity 8

Activity 9

Activity 10

Activity 11

Activity 12

Activity 13

Activity 14

Activity 15

Activity 16

Activity 17

Activity 18

Total

Additional notes or comments:
We anticipate high demand for these grants, and therefore do not expect to have sufficient resources to fully fund all worthy proposals. Additionally, increased demand and tighter budgets may result in smaller grants than previously awarded. (Departments requesting funds for events that have already occurred, therefore, should have a back-up plan to cover these expenses should a grant not be funded.) In general, departments and programs should make every effort to identify matching or alternate funding sources, including your school dean’s office, related institutes or programs, or other internal departmental funds.

Thank you for submitting an Undergraduate Program Enhancement Grant. Allocation decisions will be made by October 30. All responsible parties identified above will be included in the allocation email.

The last page of the survey will provide a summary of your entries, which you can download in pdf form.

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