

APPENDIX B
UCLA STUDENT AFFAIRS PROGRAM REVIEW
EXTERNAL REVIEW FUNDING PROPOSAL TEMPLATE

Departments preparing to host an external review site visit should first look to internal resources to fund site visit expenditures. If it is determined that the department is not able to fully or partially fund the site visit, the department may prepare and submit a detailed external review funding proposal to the department's division head who will then review the proposal and facilitate a discussion regarding the feasibility / appropriateness of allocating divisional or central Student Affairs funds to the department's external review site visit.

Departments interested in submitting an external review funding proposal should follow the attached guidelines as well as review the External Review Guide included in your Program Review binder (also available online at http://www.sairo.ucla.edu/program_review.html). Please contact SAIRO if you have any questions regarding the external review funding proposal or planning process. Once completed, please submit the funding proposal to the appropriate division head.

UCLA Student Affairs Program Review External Review Funding Proposal

Department Name:

Department Director Name & Contact Information:

Department Program Review Coordinator Name & Contact Information:

External Review Dates (Please indicate if these dates are tentative or confirmed):

Names of External Reviewers (Please include name, professional title, and institutional/organizational affiliation. In addition, please indicate if these reviewers have been confirmed.):

What, if any, departmental funds have been allocated to the department external review?

Please explain the need to seek divisional or central Student Affairs funding for the department's external review.

External Review Budget Proposal

Please provide a detailed budget proposal that outlines anticipated expenditures in all relevant categories. Use the "Notes" column to provide a detailed breakdown for each expenditure category.

Expenditure	Amount	Notes
Airfare		
Lodging		
Ground Transportation		
Parking		
Meals (Please list all meals for which you are requesting funding including catered meals for reviewers and department staff/self-study panel)		
Honoraria (Note: Student Affairs has set an honoraria funding guideline of \$1000/reviewer)		
Materials		
Miscellaneous		
Total External Review Budget:		
Departmental Funds Allocated to External Review:		
Total Amount of Student Affairs Funding Request:		