All proposals must include the application date, your name, department or organization, email and phone number. When submitting proposals, be sure to include the following information in detail, but not to exceed two single spaced pages.

- The date and location of your program
- The intended audience, e.g., transfer students, pre-law students, etc. and the approximate size of the audience
- Any Student Affairs or cross-campus partners, please describe their role and involvement
- The impact on and benefit for undergraduate and or graduate students at UC San Diego
- How the project or program exemplifies the Vice Chancellor – Student Affairs’ criteria
  - High visibility and student appeal
  - A fostering of student learning
  - A potential to create new, ongoing community building initiatives at UC San Diego
  - Student involvement in the project or program planning
- How program and learning outcomes will be assessed, please consider including your assessment plan with the proposal
- Cost estimate for this one-time programmatic funding – you may attach a budget, if you prefer

Proposals must be submitted in PDF format to Cynthia Davalos, cdavalos@ucsd.edu one quarter in advance by the following deadlines:

- Welcome Week/Fall Quarter Programs – August 1, 2012
- Winter Quarter Programs – November 1, 2012
- Spring Quarter Programs – February 1, 2013

Special consideration will be given to projects that advance overarching Student Affairs priorities:

- Creating a sense of community and belonging
- Improving student mental health and well-being
- Action based commitment to diversity and social justice

Projects are also encouraged to demonstrate a strong association with the Student Affairs 5 Strategic Goal Areas.

For assistance, please contact Cynthia Davalos at ex. 24586.