Application Guidelines for Program Fee Funding for Non-Technology Expenditures

The CoBPA has made funding available for non-technology related items for students and groups from the CoBPA Program Fee. The CoBPA Dean’s Office will review the funding applications, make the decisions and allocate the dollars. For the purpose of reviewing proposals, a quarterly schedule has been established in which allocation decisions will be made only during those times. On an annual basis, the applications will be due the first Friday in September, December, and April.

The deadlines for proposals are:

**September 4, 2015, by 4:30pm**
**December 4, 2015, by 4:30 pm**
**April 1, 2016, by 4:30pm**

In order to apply for funding, the group served by the funding must be composed of CoBPA students that pay the Business Program fee. Projects that serve faculty needs will not be considered. Proposals may not be course related if you are receiving credit for the course. Funding proposals must be limited to costs directly related to the purpose of the project and should not include Per Diem for food costs if for travel.

*Proposals must be written in the order below addressing the following critical areas:* (detailed explanations are welcome along with a spreadsheet detailing each person and amount)

1. Number of students served.
2. Type and level of students served.
3. Primary rationale for request.
4. Duration of project.
5. Projected results of project.
6. Fit with departmental, CoBPA, and UND strategic goals.
7. Accurate cost estimates listed for each student (please double check your numbers for accuracy)
8. A total dollar amount clearly stated for each student (please double check your numbers for accuracy)
9. List of names and amounts requested from other programs on campus for funding (i.e. VPAA’s Office).

Proposals may be authored by faculty, staff, and/or students in the CoBPA. Funding will be determined by a combination of the merits of the forwarded projects, the number of projects under review, and the amount of funding remaining in the budget. Not all projects may be funded during the year.

Funding will be allocated according to the proposal. No additional dollars will be given if the costs are higher than the projected amount of the proposal. If the actual costs are lower than the projected proposal, the remaining funding will be returned to the program fee pool for reallocation. Proposals for individuals will be limited to a maximum amount of $600 per person.

*Examples of the types of proposals that will be reviewed under this program include:*  
Funding support for international programming.  
Funding support for travel.  
Funding support for students to present projects at competitive events.

Please submit electronic copies of your proposals to Shannon Smidt at **ssmidt@business.und.edu** by the deadlines stated above. Any applications received AFTER the deadline will be reviewed during the next application cycle.