

Request for Financial Support for Assessment Activities

Department _____ Signature of Chair requesting funds _____

College Dean's Signature _____ Date _____ Total Amount Requested _____

Description of assessment expenditure. Please provide specifics of your request:

Item	Cost
Assessment activity _____	\$ _____
Analysis of Assessment data _____	\$ _____
Postage _____	\$ _____
Printing/duplicating _____	\$ _____
Other fees (please describe) _____	\$ _____
_____	\$ _____
_____	\$ _____
Total amount requested:	\$ _____

How frequently do you anticipate needing these funds?

_____ annually _____ every 2 years _____ every 3 years _____ other (_____)

Is this first-time expenditure? _____ If not, where did you get the funds to support these activities before? _____

Departmental Assessment Plan

Please submit the most recent assessment plan and report of assessment findings (feedback loop) for your department. A sample template is attached. **Funds will not be awarded without an assessment plan.**

Submission of request--Deadline

Please mail this request, along with your assessment plan to Dr. Richard Muma, Box 13. Call x5761 with questions. **Requests are due by March 1 for funds requested during the academic year.**

Funding Process

You will receive notice of approval. Funds will generally be transferred after invoices are received. Funds **must be** expended in the current academic year for which they are requested. You should submit your invoices no later than June 1.

Selection priority

In addition to consideration of the nature of the request, allocations are made on a first come, first serve basis. Priority funding is given to those requests received by March 1. There is no guarantee of available funds after that date.

Academic Undergraduate Program Assessment Plans *(sample template)*

University Mission <i>(related to goal/objectives)</i>	Program Mission <i>(related to goal/objectives)</i>	Program/Goals and Objectives	Learner Outcomes	Assessment of program goals (Method/frequency Who does it)	Assessment of Learner Outcomes	Results	Feedback Loop