

QUESTIONS & ANSWERS

Has your VSO received funding from the ASSU Undergraduate Senate Appropriations Committee in prior years? If so, how much and when?

Yes, we have received the exact amount we are requesting now (for the same purpose) for at least the past three years.

Have you registered your events/organizations with events.stanford.edu? (note: registration is mandatory) (yes/no)

Yes.

How large is your officer core?

Our officer core is ~ 30.

If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?

We are asking for funding for the speaker' panel that we are hoping will become an annual event. The rest of the request is the same.

Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:

As per the ASSU Constitution, the Stanford Undergraduate Research Journal requests the Special Fee to cover its "organizational and basic programming" expenses. The services provided by SURJ in the year 2007-08 will include events about academic research and writing (including a faculty panel), a banquet celebrating the achievements of published authors and featuring short presentations given by them, and of course the research journal itself. All programs will be open to the Stanford public, and are designed to provide a learning opportunity for those who attend. The journal will be distributed to all major campus buildings as well as dorms, and published online, so as to maximize its visibility and availability. Finally, membership in SURJ is open to all Stanford undergraduate students. We believe that the opportunity to participate in an organization that takes on the task of reviewing and editing academic paper submissions and producing a professional journal, is also a valuable service to the Stanford student body. We look forward to expanding our organization, and reaching out with our services to as many of the students that have supported us with the Special Fee as possible.

Please list all:1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

2-8158-1-0-2800	ST UNDERGRAD RESEARCH JOURNAL	
\$5,035.40		
2-8158-1-0-2830	ST UGRAD RESEARCH JRNL STANFORD FUND	
\$236.36		
2-8158-2-5-7220	SURJ SPEC FEE MKTG COPIES/PRINT EXP	
\$1,413.25		
2-8158-9-0-2820	SURJ RESERVE	\$7,800.00

Additional sources of funding: Pub Board.

Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.

We have applied for Special Fees each of the past three years and were approved each time by an overwhelming margin of support.

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?

We plan to flyer the campus, use dorm and organization email lists, and use the departmental email lists as we are providing an academic service.

How many members are on your email list?

Our email list has 150+ members and is growing.

If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.

We are not.

Please describe a few past events organized by our VSO (please limit your response to 50-100 words).

We hold two major events throughout the year. The first and most important one is the publishing and distribution of the Stanford Undergraduate Research Journal. Following a request to get papers submitted, the journal is edited, published, and distributed throughout the campus to students, faculty, and administration. Our other major event is an Awards Banquet in which we allow the published authors to present their research to students and faculty who attend the Banquet. We also present awards to the best papers submitted. The Banquet is open to all students.

What are the three largest line item requests in your budget and why?

Our budget only has one major line item: "Marketing/Copies/Printing." This money is used to actually publish copies of the journal. The publication itself is obviously the heart and focus of our group, and all of the money we receive is used to either solicit submissions, edit the papers that are submitted, or for the printing costs (the latter comprises the overwhelming bulk of this line item).

What events/programs does your group hold throughout the year for the Stanford Community?

We hold two major events throughout the year. The first and most important one is the publishing and distribution of the Stanford Undergraduate Research Journal. Following a request to get papers submitted, the journal is edited, published, and distributed throughout the campus to students, faculty, and administration. Our other major event is an Awards Banquet in which we allow the published authors to present their research to students and faculty who attend the Banquet. We also present awards to the best papers submitted. The Banquet is open to all students. We are also hoping to host a speakers' panel open to the student body on how to evaluate and create good academic research writing.

What is the fundamental goal/purpose of your VSO (please limit your response to 50-100 words)?

SURJ provides a forum for the exchange and dissemination of research and ideas. SURJ is a unique opportunity for members of this community to examine research and engage in the discussion of issues within fields that cross boundaries between individual specialties. In order to do so, the research displayed in the journal is written without jargon and in a manner that maximizes each report's accessibility to all members of the Stanford community. We hope not only to increase awareness of research among various disciplines through our style of presentation, but also to provide a forum where ideas can be exchanged and disseminated.

What percentage of your total membership is undergraduate? Graduate?

100% undergraduate.

Why are you requesting Special Fees?

Since we are a student run journal that only publishes Stanford undergraduate work, we believe that we provide a valuable opportunity and service to Stanford undergraduates. We do not require payments or subscriptions, so Special Fees are essential to our survival (along with other minimal sources such as The Stanford Fund and individual donors).

What is the average attendance at your events?

Over 100 people attend our annual banquet; however, we are not an event oriented group and we distribute our publication to every dorm on campus as well as mail a copy to every Stanford family.

What is your total membership?

Our total membership is ~ 50 people.

When and why was your VSO established (please limit your response to 50-100 words)?

Our organization was established over five years ago. SURJ encourages any and all students to become interested in research by providing examples of what is studied in the various disciplines and by offering the means of communicating knowledge between the disciplines to achieve a holistic effect. The role of SURJ in the academic community is to encourage, recognize, and reward intellectual activity beyond the classroom. Each year, many undergraduates complete theses, participate in independent studies, and compile and complete research for various research-exposure courses at Stanford. SURJ strongly encourages and rewards this intellectual curiosity by offering students the opportunity to have their work published. The editorial board chooses several exemplary works from a wide range of student initiatives. The Stanford Undergraduate Research Award is given to the primary authors of all accepted papers.

Your budget includes one or more lines funded from your own accounts. Please detail the circumstances necessitating the modification of your previously awarded funds.

N/A

BUDGET DETAIL

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
General Overhead Expenses	\$(9,800.00)	\$9,800.00	\$9,800.00	\$9,800.00		
Expenses associated with editing and printing the annual edition of SURJ.						
7220 Marketing Copies / Print Expenses (Modification/Modification)	<i>The Stanford Undergraduate Reserach Journal provides a unique opportunity for students to share their long-term academic research projects. We are a completely undergraduate-run organization; authors work with peers to edit and perfect their submissions. We feel that research is most effectively shared and discussed in this medium, as this journal is distributed to all undergraduate dorms and is mailed to incoming freshmen. In addition to providing a good first-publication for authors, it inspires undergraduate readers to pursue their own research interests.</i>	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00	
7220 Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>For the annual publication of the Stanford Undergraduate Research Journal. We do not charge for the journal and also mail the past issue to incoming freshmen. We are the only annual magazine completely written by undergraduate students; we intend to showcase the achievements of undergraduates in all fields of rigorous research.</i>	\$(7,800.00)	\$7,800.00	\$7,800.00	\$7,800.00	
Speakers' Panel	\$(320.00)	\$315.00	\$315.00	\$315.00		
This year we hosted a speaker panel on how to write, evaluate, and critique rigorous research papers. Speakers were chosen from faculty and staff volunteers. It was a success.						
6560 Event Food (Undergraduate Special Fees/Annual)	<i>Refreshments for panel speakers and audience. (Please see event description for more information about the event and the inclusion of general Stanford student body.)</i>	\$(50.00)	\$50.00	\$50.00	\$50.00	
7220 Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)	<i>Flyers to advertise the event to the undergraduate community.</i>	\$(20.00)	\$15.00	\$15.00	\$15.00	
7420 Equipment Rental (Undergraduate Special Fees/Annual)	<i>Rental of tables, mics, and seating (if necessary.)</i>	\$(50.00)	\$50.00	\$50.00	\$50.00	
7510 Facilities Rental (Undergraduate Special Fees/Annual)	<i>Room rental to host the event. Facility to be determined.</i>	\$(200.00)	\$200.00	\$200.00	\$200.00	
APPLICATION TOTALS	\$(10,120.00)	\$10,115.00	\$10,115.00	\$10,115.00		