2024-2025 SFRB Application Questions

**Executive Summary – 500 words**

Please provide an Executive Summary to introduce your application.

* Briefly describe your unit’s role in supporting student success, particularly those services not available elsewhere within UNM.
* Briefly describe how you have used and/or would in the future use student fee funding to benefit UNM.
* Explain why your unit is seeking SFRB funding as opposed to other funding sources.
* Briefly describe your unit’s partnerships and collaborations both within and outside UNM.
* If you are requesting a funding increase, briefly describe the reasons for, and intended uses of the increase.

**Questions**

1. **Describe the history and mission of your unit, and how its services support the mission of the University. Please address each of the following bullet points in your answer.**

(Limit 500 words.)

* 1. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?
  2. How does your unit serve the University’s commitment to diversity?
  3. How does your unit plan to further improve visibility/accessibility of its services?

1. **Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project? What, if any, changes do you plan to make to these programs/projects?**

(Limit 500 words)

1. **Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.**

(Limit 500 words.)

* 1. How are students involved in the governance/decision-making of your unit?
  2. How many students do you employ (including graduate assistants, interns, etc.)?

1. **How does your unit collaborate with other campus units and/or off-campus entities?**

(Limit 250 words.)

1. **What methods have been used in evaluating your unit’s impact on the student population (e.g., surveys, focus groups, interviews), and how effective have those methods been?**

(Limit 250 words.)

* 1. Please provide any data collected if it pertains to the application.
  2. You may submit any supplemental materials at the end of this section, if applicable (i.e. graphs, charts, models, etc.).

1. **Does your unit have an SFRB balance forward?**
2. **If yes, Justify this balance forward and describe how you will utilize it.**

(Limit 250 words.)

1. **Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population.**

(Limit 500 words.)

* 1. If requesting increases for multiple programs/projects, which program/project is your top priority?
  2. State any reserves in your unit’s budget and provide justification for not using said reserves for the requested increase.

1. **What are your unit’s current non-SFRB sources of funding (i.e. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?**

(Limit 500 words)

* 1. What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?  
     *\*Please complete Budget Form C for non-SFRB income.\**

1. **If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?**

(Limit 500 words.)

1. **Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.**

(Limit 500 words.)