

**APPENDIX B**  
**UCLA STUDENT AFFAIRS PROGRAM REVIEW**  
**EXTERNAL REVIEW FUNDING PROPOSAL TEMPLATE**

Departments preparing to host an external review site visit should first consider internal resources to fund site visit expenditures. If it is determined that the department is not able to fully or partially fund the site visit, the department may prepare and submit a detailed external review funding proposal to the Student Affairs Executive Management Group (EMG) who will then review the proposal and facilitate a discussion regarding the feasibility/appropriateness of allocating divisional or central Student Affairs funds to the department's external review site visit.

Departments interested in submitting an external review funding proposal should follow the attached guidelines as well as review the External Review Guide included in your Program Review binder (also available online at [http://www.sairo.ucla.edu/program\\_review.html](http://www.sairo.ucla.edu/program_review.html)). Please contact SAIRO if you have any questions regarding the external review funding proposal or planning process. Once completed, please submit the funding proposal to the EMG supervisor for the department.

**UCLA Student Affairs Program Review  
External Review Funding Proposal**

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**DEPARTMENT INFORMATION**

**Department:** \_\_\_\_\_

**Director:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Program Review Coordinator:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**EXTERNAL REVIEW**

**External Review Dates:** \_\_\_\_\_

These dates are  Tentative       Confirmed

**External Reviewers**

**Name:** \_\_\_\_\_

**Professional Title:** \_\_\_\_\_

**Institutional/organizational affiliation:** \_\_\_\_\_

**Confirmed?**  Yes       No

**Name:** \_\_\_\_\_

**Professional Title:** \_\_\_\_\_

**Institutional/organizational affiliation:** \_\_\_\_\_

**Confirmed?**  Yes       No

**Name:** \_\_\_\_\_

**Professional Title:** \_\_\_\_\_

**Institutional/organizational affiliation:** \_\_\_\_\_

**Confirmed?**  Yes       No

**FUNDING**

**What, if any, departmental funds have been allocated to the department external review?**

**Please explain the need to seek divisional or central Student Affairs funding for the department's external review.**

### External Review Budget Proposal

Please provide a detailed budget proposal that outlines anticipated expenditures in all relevant categories. Use the “Notes” column to provide a detailed breakdown for each expenditure category.

<b>Expenditure</b>	<b>Amount</b>	<b>Notes</b>
Airfare		
Lodging		
Ground Transportation		
Parking		
Meals (Please list all meals for which you are requesting funding including catered meals for reviewers and department staff/self-study panel)		
Honoraria (Note: Student Affairs has set an honoraria funding guideline of \$1000/reviewer)		
Materials		
Miscellaneous		
<b>Total External Review Budget:</b>		
<b>Departmental Funds Allocated to External Review:</b>		
<b>Total Amount of Student Affairs Funding Request:</b>		