

2. Funding from the College of Engineering

Funding from the College of Engineering (COE) is available on a limited basis to COE DSOs.

All COE DSOs provided with COE funding are required to participate in bi-monthly Engineering Student Council (ESC) meetings. Approximately 75-80 percent of these meetings must be attended by a member of the DSO in order for it to be eligible to apply for funding the following year.

All COE DSOs provided with funding from the COE are required to participate in the ESC leaders retreat, and to abide by the rules and guidelines in this document.

The highest priorities for funding from the COE for student organizations are for student competition and/or design teams, followed by professional development activities. All student orgs that receive COE funds must be DSOs. Our focus will be on 1) competition/design teams (80 percent); and professional development (20 percent).

The new funding model will be a block fund allocated to the department for its discretion to provide support for its student competition and/or design teams.

Only DSOs can receive funding from the COE. However, not all DSOs will be provided funding.

Department matching is not required.

COE/departmental DSOs will be required to complete the [COE online budget request](#), usually due near Oct. 1. That information will be shared with the respective lead department and assigned adviser associated with the DSO.

COE Budget Request

- Financial status must reflect funds carried over from the previous year. This includes the balance in your DSO restricted-fees account, your foundation account and any other account you might have. All checking accounts from outside the university should be closed and these funds deposited into the organization's DSO account. You may work with your departmental accountants to get the balance in your foundation or DSO accounts, or you may contact Chassy Nichols if you are a college-wide organization.
- Support from the department must be agreed to by the department head sponsoring the organization BEFORE submitting the funding request to the dean's office.
- A best practice is to seek SGA/OSAS funding before submitting a funding request to the dean's office as this will also help to meet funding request deadlines.
- Travel information must be provided for each planned travel event. You will also need to include the purpose of the travel, i.e., competition, conference, industry tour, etc.
- All requests must be accompanied by a brief (100 words or less) description of the benefits of the requested funds

- Submit a membership list from your organization. Include the total number of student members as well as the number of freshmen, sophomores, juniors, seniors and grad students.
- Submit a bulleted list (one-page max) that covers the following:
 - a brief listing of the previous year's activities and/or events such as competitions, regional/national meetings, major recruitment activities, major service activities, and other significant activities or events
 - results of competitions or other significant outcomes (if applicable)
 - dates and locations of known key activities and/or events for the coming year

Student Competition and/or Design Teams

- If a department has two or more student competition and/or design teams, it will receive a block fund with a recommended distribution per team. Funding will be determined based upon prior year needs, the current request and available funding. However, distribution of the final allocation will be at the discretion of the department head.
 - The dean's office will look at the DSOs associated with each department, and total the funding requests from the DSOs in the competition team category and those in the professional development category. It is highly likely that funding requests will exceed the amount allocated. In that case, a block allocation amount will be provided with a basic recommendation for funds distribution. However, because departments know their DSOs, their funds and needs, they may adjust the suggested distribution amounts, keeping the funding requests at or below the total that is provided.
- Each department will need to provide a brief funding allocation report on how funds were used in the previous year at the time of the fall budget request process.
- All funds will be from the KSU Foundation and will be transferred to the respective designated DSO KSUF fund.
- Any team-/organization-specific targeted funds (such as the BNSF competition team's funds for SAE formula, steel bridge and concrete canoe teams) will be transferred to the respective departments. These also require funding and utilization reports as a part of the annual donor reporting process conducted by the KSU Foundation.

Student Professional Development

- Overnight travel to a student professional development activity/meeting/conference can be funded.
- Travel awards up to \$150 per person, with some exceptions granted, will vary depending on the nature and professional development aspects of the activity, and available funds. Travel is to cover transportation and lodging, not meals.
- Travel support from SGA must also be requested.
- All requests must include a brief (100 words or less) description of the benefits of the requested funds.
- Other professional development activity (local industry site tours, professional development workshops, etc.) will be considered on a case-by-case basis, depending on availability of funds.

- If a department has two or more student “professional” orgs, it will receive a block fund with funding amounts determined based on prior year needs, the current request and available funding. However, distribution of the final allocation will be at the discretion of the department head.

International Travel Requests for Service Learning, Study Abroad and Related Activities

- All international travel funding requests should be submitted through the College of Engineering Education Abroad process. These funds are generally for individual travel associated with an approved Education Abroad activity.
- Travel awards will vary depending on the nature and professional development aspects of the activity, and available funds. Full-semester Education Abroad activities will be given the greatest consideration. However, faculty-led study tours and service learning activities will also be considered.