UTEP
COLLEGE OF ENGINEERING

ESLC FUNDING OF ORGANIZATIONS PROCESS

OVERVIEW
The steps organizations should follow are to make for a more efficient process while staying in compliance with any University policies/procedures and College expectations. Any concerns should be addressed to the ESLC Finance Chair

STEP 1 – UNDERSTAND PROCESS
Review STEPS 1 thru 8.

STEP 2 – ACKNOWLEDGE CRITERA
The ESLC has a continuous improvement model that is reviewed periodically in which criteria has evolved from. Criteria is as follows:
a) Organizations status will be determined by the ESLC By-laws, SECTION 2. Membership
b) Student members of the organization receiving total or partial funding must be in good academic standing with the University and must have a 2.5 to be funded to travel.
c) Proposals that do not will be voided or redirected/referred to other entities on campus.
d) Travel proposals will be awarded a min $100 per person and a max of $500 per proposal.

STEP 3 – SUBMIT NOI
Submit a Notice of Intent (NOI) via QuestionPro by the set date/time. This will notify the ESLC Finance Chair with an estimated number of proposals and amounts that will be submitted. This will also provide insight to organizations of general expectations.
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STEP 4 – SUBMIT PROPOSALS
Submit proposal to the ESLC Finance Chair via QuestionPro by the set date and time. Importance should be put upon the:
• overview of the event/activity
• detailed budget. The income should be those funds that have already been secured, those being sought and those that those requested and not funded. The expenditures should be researched or identified from past events/activities.

STEP 5 – PITCH IMPACT
Pitch the impact of your proposals in person at the set ESLC General Meeting. This will be a maximum 30-second elevator done in front of The Council. Impact should focus on what will be the effect on your members that engage in this activity. Do not focus on the funding. Organizations not able to attend, must contact the Finance Chair.

STEP 6 – RATIFY BUDGET
The ESLC chairs will work to identify how best to award proposals and compile into a Proposals Budget. Chairs will categorize proposals based on the mission/vision of the ESLC and will redirect proposals to appropriate entities within the College of Engineering.

The Council will agree on the Proposals Budget based on the mission/vision of the ESLC. Organizations should ask question to fully understand how funds are being distributed. A vote will occur for all to come to consensus on the proposed amounts.

STEP 7 – CONFIRM AWARD

Organizations should confirm their award by checking their accounts approximately 5 working days after budget ratification.

STEP 8 – SUBMIT REPORT

Organizations submit after-action reports via QuestionPro within ten (10) working days after the day of the event/activity. Reports should demonstrate that objectives of event/activity were met. Receipts should be submitted as proof of purchase.

Submit an email to return unutilized funds that includes account number, account name and the amount.