

Medical Student Council 2007-2008

Proposal Application Instructions:

In order to apply for MSC funding, student organizations are required to draft a detailed proposal including an itemized budget for MSC review. The following items should be included in the proposal:

- i. **Title:** Organization name. Brief summary of requests.
- ii. **Mission Statement:** background and history of the organization, as well as goals and purpose. This may include pictures from events as well as any information about past events and success.
- iii. **Faculty advisor name and contact information**
- iv. **Group officer names and contact information**
- v. **Proposed events or projects.**
- vi. **Benefit to the UCLA community:** Please describe how these events will benefit the medical school and what the organization can bring back to the student body in terms of creating opportunities, promoting awareness, exposure to community service, mentorship, career exploration or medical education. How can the group share what they have learned with their classmates through meetings or future events?
- vii. **Timeline of events, activities and itemized budget.**
The event dates, the cost of materials, transportation, hotel should be exact figures or estimated as accurately as possible. **The budget should be itemized per person attending with names of individual members.** For example, if a group is applying for two students to attend a conference, the following should be described per student.
 - Amount for transportation (indicate form of transportation - flight, driving, other and cost transportation per student)
 - Amount for conference fees (per student)
 - Amount for hotel costs (state name of hotel, and nightly rate per student)

Such itemization must be for each individual and not the group. For instance if the students in the above example will be sharing a hotel room, state the cost not only as total nightly rate per room (hypothetical: \$200/night), but also as nightly rate per student (in this case, \$100/night per student).

The budget should be the focus of the proposal and the group should spend extra time to ensure this section is articulate and concise. Spreadsheets and tables/charts are very helpful.

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viii. Health Fairs

- o Coordinators of health fairs (LMSA, SNMA, etc) must work in conjunction to share supplies and resources. Student groups are encouraged to work together in the early year to formalize training for blood glucose, cholesterol monitoring, etc.
- o An updated inventory of all supplies must be provided with health fair funding applications.

ix. Summary of budget and total costs. Please keep in mind the out of pocket travel expense per student as stated above (\$100 subtracted for out of state travel, \$50 in state).

An itemized budget is required for ANY FUNDING APPLICATION, whether for conferences, health fairs, or other proposals. **Inadequate itemization, or the inclusion of ineligible items, is the most common reason why review of an application may be delayed or denied.** MSC cannot fund applications that are merely a lump sum due to accounting procedures put in place by the university.

X. Other funding sources. Student groups should demonstrate efforts to obtain funding from fundraising or other sources such as their organization (AMSA, AMA, etc) or from their department (specialty interest groups). If no outside sources were sought, the group should state *none*.