NON-ACADEMIC DEPARTMENTS

**Request for Stipend Budget Increase for Fiscal Year 2017**

*(June 1, 2016 – May 31, 2017)*

**FORM MUST BE SUBMITTED BY NOVEMBER 24, 2015**

*E-mail completed form to* ***anna\_henderson@baylor.edu*** *by November 24, 2015. You will be contacted soon with an assigned time slot to meet with the Provost and the Graduate School Dean to discuss your request. Meetings will be scheduled on December 8, 2015, between the hours of 11:00 a.m. and 5:00 p.m.*

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| Name |  |
| Department |  |

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|  |  |  |  | **Stipend Budget** *(dollars)* |
| **Current Fiscal Year’s (2015-16) Starting Balance** | | | | $0 |
| **Additional Amount Requested** | | | | $0 |
| **Requested Total for Next Fiscal Year (2016-17)** | | | | *(here enter the sum of the*  *two lines above)* |

1. Why do you need this additional support? (Here you may wish to refer to new faculty hires, emerging research opportunities, increases in undergraduate lab enrollment, and comparisons with awards from other universities.)
2. How much support is required, for how long? (Here you will provide the annual dollar and/or hour increases and state the length of time that this increase should be in effect.)
3. How can your program help generate stipend or other support? (Here you may wish to show the amount of externally-funded graduate student support you now provide and explain plans for more external support in the future, or you may wish to show how your grad students teach courses or labs.)