Tips on Submitting the Departmental Assessment Budget Request Form

* For departments that are submitting a budget request for more than one within the same level of degree (e.g. Animal Science submitting a budget for both B.S. Animal Science and B.S. Food Science, or Political Science requesting a budget for both M.A. Political Science and M.S. Fire and Emergency Management Administration), two separate forms will have to be submitted.
* The form will auto calculate your budget request. Please note that limitations have been placed on certain criteria in accordance with Assessment guidelines (e.g. funding cannot be provided for more than two faculty raters). See <http://uat.okstate.edu/assessFunding> for the Guidelines for Use of Assessment Funds.
* The form can be saved and resumed at any time, from any location. Simply click the “Save and Resume Later” button at the bottom of the page to generate a link that can be used to resume the form-- you will be given the option to either copy the link or email the link to a person of your choosing (such as yourself). Please note that this link can be accessed by anyone who can click on it, so be careful with how, and with whom, you share it. Once the form has been submitted this link will be broken.
* A new link will be need to be generated each time you wish to save your progress. Note that the old links will still work, but they will not contain the most recently updated information. It is recommended that you delete all old links in order to avoid back-tracking and repetition. Again, once you submit the form, even if it is not from of the most current link, all links back to the form will break.
* If you have any questions, feel free to contact the Assessment GRA at [assessment@okstate.edu](mailto:assessment@okstate.edu), 405-744-1725.