Student Appropriations Committee (SAC)

Training for the Fall 2019 Grant Process
Hello!

We are the Student Appropriations Committee (SAC).

We're here to allocate student segregated fee funding through shared governance in accordance with state and federal policies and procedures.
What is SAC?

- Every semester, students pay segregated fees that fund different things on campus (the Union, Resource Centers, Green Fund, etc.) including SAC.
- This means that the SAC budget is dependent on a variety of factors, most notably how many students enroll and how much funding RSOs use from the prior semester.
- SAC is the committee, composed of Student Association representatives and RSO members, responsible for allocating funds to RSO's fairly & in accordance with policy.

SAC is the one place where students have a direct say in how their segregated fees are spent!
Student Association

Student Appropriations Committee (SAC)

Student Involvement
SAC funds are state money.

This means that there are a lot of policies, rules, and procedures that the committee (& RSOs!) have to follow throughout the grant process.
Guiding policies

Federal
Viewpoint Neutrality as determined in Board of Regents, University of Wisconsin System v. Southworth shapes what information can and cannot be considered in financial decisionmaking.

State
UW System Administrative Policy 820 defines what student segregated fee funding can and cannot be used for within UW System campuses.

UWM
SAC Bylaws and precedence guide the committee on how to fairly allocate money and ensures a consistent process from semester to semester.
What does this mean for you?

It's really important to follow the policies laid out in this training and use proper websites and justification so we can make sure everything is in accordance at all levels!
Grants 101

Let's get this bread.
Our process is straightforward

First: Attend Grant Training
Look at you, you overachiever. You’ve already crossed one thing off the list!

Second: Request Justifications
We’ll go over how to do this in a few minutes. You need verifiable, non-editable third-party justification for EVERYTHING.

Third: Submit Your Application
Use Engage to tell us about your grant. Ensure that all justification is attached and accessible, and be sure you actually click Submit!

Last: Go To Your Hearing
Plan to have at least 2 people from your RSO attend your hearing. This is important for the committee to ask your RSO questions.
General Rules

Registration
Your RSO must be registered through student involvement.

Training
At least one OFFICER of your RSO must attend grant training & sign in.

# of Requests
You can only submit up to FOUR grants total (5 if you're requesting a Kick Start grant).

Mission
All requests must align with the mission of your RSO.

Attendance
Show up to your grant hearing. If you do not, you will be automatically denied. If something comes up, email sa-sac@uwm.edu 24 hours or more in advance.

Disclaimer
SAC Funding cannot be used for academic, personal, political, or commercial gain.
Types of Grants

RSO's can request up to four grants each semester (unless you are a new or re-forming org, in which case you can request 5 including a Kick Start grant). There are four types of grants that RSOs can request from SAC...

- Events (up to 4)
- Operations (only 1)
- Travel (only 1)
- Kick Start (only 1)
Event Grants

Limit: Up to 4 per semester

Overall Cap: $4,000
- Marketing: $300
- Honorarium: $3,000*
  - Housing: $120/day
  - Flight: $300 round trip
  - Ground transportation: $40/day, up to two days

Justifications to include...
- Quote from event services, including room set-up, A/V, etc.
- Quote from marketing for promotional materials
- Quote from honorarium with their rate listed, & a past quote with rate listed if over $1,000
- Screenshot of flight cost or car rental prices
- Screenshot of uw.foxworldtravel.com hotel rate for Wisconsin

***Honorariums over $1,000 MUST include a past quote from the performer with their rate listed.***
Large Event Grants

Limit: 1 per semester

- Large event grant caps increase to $7,000
- You MUST show evidence of collaboration with a campus department by having a signed collaboration agreement from Student Involvement, which is the ONLY piece of justification you can bring to your hearing instead of submitting with the application. This is not an agreement that you will get the money, but it is saying they will help you IF you get the money.
- If you are interested in this grant, meet with your SI Liaison ASAP!

DEADLINE FOR SI MEETING REQUESTS: Wednesday, February 27th at 5 p.m.
Operations Grants

Limit: 1 per semester

Overall Cap: $3,500
- Marketing: $300
- Office Supplies: $125

Justifications to include...
- Quote from marketing for general promotional materials
- Screenshot of an online shopping cart that includes all items you want to purchase up to $3,500 (make sure all items are shown with individual prices!)
Travel Grants

Limit: 1 per semester

Overall Cap: None
- Max # of people: 4
- Lodging: State rate up to 5 nights for 2 rooms
- Ground Travel: $325 overall
- Flights: $300 round trip per person
- Registration: $150 per person

Justifications to include...
- Screenshot of registration cost
  - If the cost is not yet listed, you can use a screenshot of last year’s registration cost as justification
- Screenshot of flight cost (any flight website will work) or car rental prices (Enterprise)
  - Use fueleconomy.gov to calculate gas costs
- Screenshot of uw.foxworldtravel.com hotel rate for the city you are traveling to
  - DO NOT use the conference hotel – you MUST use this website!

***Be sure to use the sources for justification listed above or your grant will not be able to be funded!***
Kick Start Grants

Limit: 1 per semester (operations, event, or travel) for newly formed or recognized RSOs ONLY

Overall Cap: $1,500
- Caps from the relevant grant type still apply (for example, $300 for marketing)

Consider requesting for...
- Event: Small event to raise awareness on campus
- Operations: General marketing to assist with recruitment
- Travel: Funding for a local conference

These grants can be submitted after the deadline and are open until the last grant hearing date. Funds will be made available following the subsequent student senate meeting.
SAC cannot fund...

- Food
- Decorations
- Prizes
- Helium tanks
- Honorarium with a conflict of interest
- Gifts for UWM faculty or staff
- AirBnB
- Individual membership dues
- Improvement of spaces (i.e., Furniture, cleaning products, appliances)
- Personal items (t-shirts, business cards, uniforms)

- Anything that has a free alternative on campus
- Off-campus facilities (unless the group has confirmed with Student Involvement that there are no adequate on-campus spaces for an event)
- Old quotes from performers, Event Services, Marketing, etc. The only exception is for Travel Grants, in which you can use last year’s conference price as registration justification
Filling out your grants

Step by Step.
Finding

The Form

1. Log into Engage (uwm.edu/getinvolved).
2. Click on the upper righthand corner to sign in with your Panther ID.
3. Click on "Forms" in the top bar.
4. In the upper left, use the search function to search for "Fall 2019 SAC Grant Application."
Filling it Out

1. Select the appropriate form (Travel, Event, Operations, Kick Start) & follow the instructions.

2. Fill out a new form for each grant that you are requesting. Make sure it is the correct type – Events, Travel, Operations, or Kick Start.

3. This form may not save, so copy & paste your answers in a word document.

4. Attach all appropriate justification as PDFs in the File Upload section.

5. **BE SURE TO CLICK SUBMIT AT THE END!**
Sign up for

A Hearing


2. Sign up for a slot for each grant you are applying for. If you are apply for four grants, sign up for four slots.

3. After selecting your slots, click "submit and sign up" at the bottom of the page.

4. Add the time to your calendar and ensure that at least two people from your org plan to attend.
At your **grant hearing**

1. Each hearing takes about 5 minutes. Plan to arrive early.

2. At least one officer (we recommend two!) of your RSO will present the grant application to the committee. No powerpoints please!
   - You’ll do this on a tv screen in front of the committee.
   - Explain each grant and why it is relevant to your RSO’s mission.
   - The committee may ask you questions.

3. The committee will vote on a **PRELIMINARY** amount, and you are excused.

4. At the end of the semester, the committee will reevaluate the budget to determine final grant amounts and will make a cut across the board if necessary.

5. Your RSO will receive an email with the final approved grant amount.
After you get the **grant**

1. At the end of the semester, you will receive an email with the FINAL grant amount, which may include a cut.

2. You can begin spending this money the first day of the next semester. Set up a meeting with the **Center for Student Involvement** well in advance.
   - **Travel**: Meet at least 3 weeks prior to departure to make travel arrangements. The SI office will book all travel arrangements directly.
   - **Operations**: Mandatory contracts or vendors are required and proper state purchasing procedures must be followed. The SI office will place all orders and make all payments.
   - **Event**: Schedule a meeting with Student Involvement at least 6 weeks prior to the event date. Any person being paid for a service, performance, or to speak must be paid by a contract. Completed paperwork contract must be turned into SI at least 30 days prior to event.

**NO REIMBURSEMENTS WILL BE ACCEPTED. DO NOT PURCHASE ANYTHING YOURSELF. YOU MUST GO THROUGH THE CENTER FOR STUDENT INVOLVEMENT.***
Automatic Denials

- Submitting your grant after the deadline
- Failing to attend grant training
- Failing to attend your grant hearing time without 24 hours of prior notice
- Incomplete organization registration with Student Involvement

Partial Denials

- Incomplete or insufficient documentation
  - All justification must be NON-EDITABLE, follow our published policies, and include all items needed for the grant
- Incomplete grant application
- Request for a non-fundable item
Justifications

Show us where your money is going.
Overall Guidelines

All justifications need...

- NUMBERS and amounts
- Itemized lists of what you are purchasing
- To be current (requested this semester)
- Unable to edit (PDF, screenshot, etc.)

Your key to success: non-editable, verifiable, third-party justification
Quotes: Marketing

To get a marketing quote:

- **Events:** Attend an in-person training. Dates include:
  - Friday, 2/15, 1-2 p.m. in Union 250
  - Tuesday, 2/19, 12-1 p.m. in Union 250
  - Thursday, 2/21, 5-6 p.m. in Union 250
  - Monday, 2/25, 12-1 p.m. in Union 280
  - Wednesday, 2/27, 5-6 p.m. in Union 240
  - Sign up at https://www.signupgenius.com/go/4090a49aeaf29a3fa7-event or email hartmasc@uwm.edu if none of these times work for you.

- **Operations:** Email markdesk@uwm.edu to request & include possible items that you'd like

**DEADLINE FOR REQUESTS:** Thursday, February 28th at 5 p.m.
## Confirmation

<table>
<thead>
<tr>
<th>Client</th>
<th>Reservation: 144812</th>
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<tbody>
<tr>
<td>Your name</td>
<td>Marketing Quote</td>
</tr>
<tr>
<td>Your phone number</td>
<td>Quote</td>
</tr>
<tr>
<td>Your email</td>
<td>Gen Reserv Office</td>
</tr>
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### Bookings / Details

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, October 15, 2018</strong></td>
<td>7:00 AM - 12:00 PM Marketing Quote (Quote 9/19/2018) 8x3 Banner E</td>
<td>10</td>
<td>$60.00</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>Reserved: 7:00 AM - 7:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marketing for 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mark. Banner:</td>
<td></td>
<td></td>
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<td>10</td>
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<td>$600.00</td>
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<tr>
<td></td>
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<td></td>
<td>Re-hang Dates:</td>
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<td></td>
<td>Save or Recycle:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7:00 AM - 12:00 AM Marketing Quote (Quote 9/19/2018) L02 - Rec Center</td>
<td>3</td>
<td>$40.00</td>
<td>$120.00</td>
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<tr>
<td></td>
<td>Marketing for 1</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>Mark. Posters:</td>
<td></td>
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<tr>
<td></td>
<td>Gold Frame Poster</td>
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<td>$40.00</td>
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<td>-90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Size 26” x 45”</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7:00 AM - 12:00 AM Marketing Quote (Quote 9/19/2018) W- 003- Left Side Doors Terrace</td>
<td>6</td>
<td>$80.00</td>
<td>$480.00</td>
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<td></td>
<td>Marketing for 1</td>
<td></td>
<td></td>
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<td>Mark. Posters:</td>
<td></td>
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<td>3’ x 4’ Seramark Movable Cling</td>
<td>6</td>
<td>$80.00</td>
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<td>Less 75% Discount</td>
<td>-</td>
<td>-360.00</td>
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</table>

**Subtotal** | **$300.00** |
**Grand Total** | **$300.00**
Quotes: University Printing Services

This is only relevant for JOURNALS. To get a quote:

- Email markdesk@uwm.edu to request & include information of how many you'd like and include a sample
- These must include estimates of cost and cannot simply be an email

DEADLINE FOR REQUESTS: Thursday, February 28th at 5 p.m.
Charles J. Licht

Approximately $2000 for 1000 & $2075 for 1500. We can request multiple quantities when we send the final bid out.

Thanks,
Charles

Charles J. Licht

Good morning,

Here's an item on the timeline that we need to get on the radar:

- Page size: A4
- Cover: Softcover, matte
- Binding: Perfect bound
- Number of pages: 80 pages, 8.5x11
- Price: $14,000 for 1000 & $14,750 for 1500

PDF proof included in costs above, a hard copy proof will be another $50. Prices are based on current ink coverage from previous supplied PDF.

Charles

Charles J. Licht

Printing Services

Reproduction Service Order (RSO)

[Printed information with details and specifications]
Quotes: Event Services

To get an event services quote:

- Utilize the online request form on Engage:
  uwm.edu/getinvolved

DEADLINE FOR REQUESTS: Friday, March 1st, at 4:30 p.m.

TIP: Submit early. Late requests will not allow for edits and may not be accepted.

**This is simply an estimate of cost, NOT a space reservation. Please fill out a space request form at the same time.**
### QUOTE

**Client**
- Your name
- Your phone number
- Your email
- Your event name

**Reservation:** 152091

| Event Name: | Your event name |
| Status: | Quote |
| Phone: | |
| Email Address: | |
| Billing Reference: | |
| Event Coordinator: | Gen Reserve Office |
| Salesperson: | Gen Reserve Office |

**Bookings / Details**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
</table>

**THIS IS AN ESTIMATE OF PRICING AND DOES NOT HOLD SPACE OR EQUIPMENT**

#### Thursday, March 7, 2019

**6:00 PM - 8:00 PM**

**Wisconsin Room Lounge**
- (Quote 10/23/2018)
- Standard for 200
- Room Charge: 1
  - $400.00
  - $400.00
- Less 100% Discount
  - $-400.00

**Wisconsin Room West**
- (Quote 10/23/2018)
- Standard for 200
- Room Charge: 1
  - $750.00
  - $750.00
- Less 100% Discount
  - $-750.00

**EVS Room Setup Fees:**
- Wisconsin 1/2 Room Lecture 151 - 300: 1
  - $195.00
  - $195.00
- EVS Setup Equipment:
  - Lectern (Presidential): 1
    - $12.50
    - $12.50
  - Less 100% Discount
    - $-12.50
  - Stage Section
    - 4
    - $12.50
    - $50.00
  - Sico Conversion Stage. Charge Per 4’ x 8” Section.
    - 24
    - $6.00
    - $126.00
  - Charged by the foot

**EVS AV Equipment:**
- Wisconsin Room AV System (WEST): 1
  - $340.00
  - $340.00
- Less 100% Discount
  - $-340.00
- Includes 7.5” Screen, Short Throw Projector & Wisconsin Room West Audio System
  - Screen 7 1/2” x 10’
  - 1
  - Short Throw Projector
  - 1
  - Wisconsin Room Audio System (WEST)
  - Microphone Handheld Wireless (Wisco West)
  - 2
    - $65.00
    - $130.00
  - Less 100% Discount
    - $-130.00

**EVS Miscellaneous:**
- Parking Pass - Assigned (Flex Pass)
  - 1
    - $12.00
    - $12.00

---

**EVS AV Equipment:**
- Wisconsin Room AV System (WEST)
  - 1
    - $340.00
    - $340.00
- Less 100% Discount
  - $-340.00
- Includes 7.5” Screen, Short Throw Projector & Wisconsin Room West Audio System
  - Screen 7 1/2” x 10’
  - 1
  - Short Throw Projector
  - 1
  - Wisconsin Room Audio System (WEST)
  - Microphone Handheld Wireless (Wisco West)
  - 2
    - $65.00
    - $130.00
  - Less 100% Discount
    - $-130.00

**EVS Miscellaneous:**
- Parking Pass - Assigned (Flex Pass)
  - 1
    - $12.00
    - $12.00

---

**Instructions:**
1. **If user received pass/code before arrival, scan code at Entrance Gate. Gate should open.**
2. **If leaving, scan code at Exit Gate. DO NOT use at paystation.**

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**UWM Student Union**
- Reservation: ####
- Quote

<table>
<thead>
<tr>
<th>Bookings / Details</th>
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<tr>
<td><strong>Grand Total</strong></td>
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<td>$413.00</td>
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</tbody>
</table>
Quotes: Hotels

To get a hotel quote:

- Visit [https://uw.foxworldtravel.com/](https://uw.foxworldtravel.com/)
- Click "Lodging & Per Diem Calculator" in the top menu
- Fill out form according to your proposed travel dates
  - When you get to the final screen, do NOT include the M&IE allowance - SAC cannot fund food so it should not be included in your quote
- Verify & submit your information, then screenshot the final page

Include a screenshot in your grant submission. DO NOT include the M&IE allowance in your request.
### Lodging Maximums and M&IE Per Diem Allowance Calculation

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Maximum</th>
<th>M&amp;IE Per Diem Allowance</th>
<th>Location</th>
<th>Provided Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/16/2019 (Sat)</td>
<td>$314.00</td>
<td>$57.00</td>
<td>District of Columbia, DC (DISTRICT OF COLUMBIA)</td>
<td></td>
</tr>
<tr>
<td>03/17/2019 (Sun)</td>
<td>$314.00</td>
<td>$76.00</td>
<td>District of Columbia, DC (DISTRICT OF COLUMBIA)</td>
<td></td>
</tr>
<tr>
<td>03/18/2019 (Mon)</td>
<td>$314.00</td>
<td>$76.00</td>
<td>District of Columbia, DC (DISTRICT OF COLUMBIA)</td>
<td></td>
</tr>
<tr>
<td>03/19/2019 (Tue)</td>
<td>$314.00</td>
<td>$76.00</td>
<td>District of Columbia, DC (DISTRICT OF COLUMBIA)</td>
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<tr>
<td>03/20/2019 (Wed)</td>
<td>$314.00</td>
<td>$76.00</td>
<td>District of Columbia, DC (DISTRICT OF COLUMBIA)</td>
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<tr>
<td>03/21/2019 (Thu)</td>
<td>$314.00</td>
<td>$57.00</td>
<td>District of Columbia, DC (DISTRICT OF COLUMBIA)</td>
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</tr>
</tbody>
</table>

Location Lodging Maximum: $1570.00*
Location M&IE Allowance: $418.00*

Disclaimer: The UW TravelWis calculator is the official source of University travel rates to estimate lodging and M&IE Per Diem Allowance maximums prior to making trip arrangements. Maximums are updated monthly using the federal government’s rate file, amounts vary and are based on the entry of month/date/location of travel. Travelers are advised that reimbursement rates change on a monthly basis and the reimbursable maximum may vary slightly from the point of initial lookup. For reference purposes only, historical rates are maintained in accordance with the University’s Accountable Plan requirements for timely filing of expense reports. Please contact your department travel coordinator or institution’s travel manager with further lodging or M&IE Per Diem questions.
Quotes: Flights

To get a flight quote:
- Go to flights.google.com or any other flight search website
- Fill out all details of when and where your flight will be to
- Include cost for the accurate number of people flying (for example, 4 people flying on $300 tickets should be requested at $1200)

Include PDF or screenshot in grant submission.
Google Flights

Round trip: Milwaukee to New Orleans

Mon, Mar 11 - Tue, Mar 19

Choose departure to New Orleans

Flight insights

Dates: See flight prices for similar dates
Price graph: Explore price trends for 8-day trips to New Orleans
Airports: Fly from ORD for $715 less than usual
Tips: Prices for your dates are $175 less than usual

Best departing flights

5:05 PM - 10:35 PM
Delta
5h 30m
MKE - MSY
1 stop
18h 39m ATL
$202
5h
round trip

3:50 PM - 10:58 PM
United - Operated by Mesa Airlines DBA United Express
7h 8m
MKE - MSY
1 stop
21h 19m IAH
$212
5h
round trip

3:45 PM - 8:30 PM
Delta
4h 45m
MKE - MSY
1 stop
1h 0m ATL
$232
4h
round trip

3:50 PM - 9:08 PM
United - Operated by Mesa Airlines DBA United Express
5h 18m
MKE - MSY
1 stop
1h 5m IAH
$242
5h
round trip

4:58 PM - 10:29 PM
Delta - Operated by Skywest DBA Delta Connection
5h 31m
MKE - MSY
1 stop
1h 37m DTW
$262
5h
round trip

Track prices: Monitor the lowest price for this trip, and receive price alerts and travel tips by email
Quotes: Ground Travel

To get a ground travel quote:
- Visit fueleconomy.gov/trip to determine your mileage cost
- Visit Enterprise or another car rental site to get a car rental estimate

Include PDF or screenshot in grant submission.
Quotes: Honorariums

To get an honorarium quote....
- Attend an Event Grant Lab Writing Session with Student Involvement
- Email the person you are hoping to have speak (or their agent)
- Work closely with your liaison

Include PDF or screenshot of emails and quotes in grant submission.
Honorarium

Honorarium Offered *

Monday-Thursday events are typically $2,000. Friday-Sunday events typically range from $3,000 - $5,000.

Is funding available to cover Travel & Accommodations? *

☐ Yes
☐ No

Agent’s name

2/8/2016 8:46 AM

FW: PRH Speakers Bureau Contact Form Submission

To: Your email

Hi Your name

Thanks so much for your interest in hosting VIP’s name. His manager also sent your inquiry my way.

VIP’s fee for this event would be $50K plus first class travel for two from Los Angeles.

Please let me know if you have any further questions whatsoever.

Very best wishes,

Tiffany

Tiffany Tomlin
Executive Director, Penguin Random House Speakers Bureau
1745 Broadway | New York, NY 10019 | (212)-572-2395 | ttomlin@penguinrandomhouse.com
Visit website: http://www.prhspeakers.com | @Facebook | @Twitter | @LinkedIn
Important Deadlines

- Student Involvement Liaison Meeting Deadline for Large Event Grants: Wednesday, February 27th at 5 p.m.
- Marketing Quote Request: Thursday, February 28th at 5 p.m.
- Event Services Quote Request: Friday, March 1st, at 4:30 p.m.

**OVERALL GRANT DEADLINE: Monday, March 4th at 11:59 p.m.**
Contact Information

- Student Appropriations Committee: sa-sac@uwm.edu
- Event Services: reservat@uwm.edu or 414-229-4828
- Union Marketing: markdesk@uwm.edu or 414-229-5538
- Student Involvement: csidesk@uwm.edu or 414-229-5780

**General questions? Email sa-sac@uwm.edu**
Thanks!

Any questions?
Email us at sa-sac@uwm.edu!