**Support Program Questionnaire Instructions**

The following criteria were selected by the Support Task Force for capturing information to guide the Strategic Resource Allocation process. Please fill out the following questions regarding your program. A program is defined as a specific function or subset of a unit or department.

Please follow these instructions carefully when responding to the questionnaire. If you have questions during completion, please contact the Support Task Force Co-Chairs.

1. There are six sections in the questionnaire. Each criterion has been assigned weighted points and character limits.
2. With regard to the character limits, you are able to decide how to use those characters in relationship to all the questions within that section. Please make sure to address all applicable questions in the section so that the committee has the best understanding of your program. You are not required to use the complete character count for each section, however unused characters do not carry over to the next section. Some sections or questions may not apply to your program.
3. Completely read each section and the supporting questions before completing your response. Please concentrate the responses specifically to this aspect of your unit, even if the department includes more than this specific program (separate questionnaires will be given for each identified program within your department).
4. Financial and staffing data about your program is provided in section five so that you can identify and explain the features of your program in more detail. Please refer questions about data discrepancies to the Facilitation Team Chair.
5. While the questionnaires are being distributed to unit heads, respondents are strongly encouraged to seek the input of staff and student employees within their department when completing the questionnaire.
6. For your reference we have provided a good and bad example of completed questionnaires. You can find these on the [Strategic Resource Allocation website](http://www.nmu.edu/sra).

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