Memorandum

To: College Deans and Department Chairs

From: Rafael Hernandez
Interim Associate Provost
On behalf of the Provost and Vice President of Academic Affairs

Subject: Call for proposals: Instructional and Research Equipment Enhancement (IREE)

Date: May 7, 2018

The Office of Academic Affairs presents the following funding opportunity for Department Chairs.

**Instructional and Research Equipment Enhancement (IREE)**

As part of the A2E2 fee, IREE is allocated to Colleges to support the procurement, maintenance, and/or renewal of equipment, hardware, and software (collectively referred to as “equipment”) for use in instruction and student research in Departments and their programs.

**Eligibility**

All Department Chairs within a College may apply. For IREE, the term “college” is used to represent the four academic colleges and the University library.

**Selection**

Colleges form IREE Committees consisting of equal numbers of students and faculty in each college. These committees review all College IREE proposals and develop a ranked list of the proposals. The ranked lists are the forwarded to the Dean for final approval and subsequent allocation of resources.

**Funding**

A minimum of $800,000 is expected to be allocated across all Colleges. Funding per College to be determined by the Provost in consultation with the College Deans. More resources may be allocated at a later date pending total A2E2 budget balance available after January 1, 2019.

**Guidelines**

- Allocated funds must be fully expended no later than December 15, 2018. Remaining budget balance available will be reallocated back to the central A2E2 fund. Outstanding balances or encumbrances will have their funding switched to another, non-A2E2 (yet valid) funding source.
- Funded proposals are expected to be faithfully executed as proposed; reasonable changes or modifications may be made due to changing or unforeseen circumstances.
- Each activity may include costs for one or more of the following cost categories. More details on each of these categories may be found on the proposal application.
  1. Equipment
  2. Hardware
  3. Software
  4. Upkeep and maintenance

For more information about these cost categories, see the Cost Category Definitions and Restrictions section of the IREE proposal packet.

**Funding reallocation**
College Deans may choose to internally reallocate to ensure funding is expended as completely as possible within the prescribed timeframe.

**Reporting requirements**
A brief report of fund usage across all IREE proposals will be required of the College Dean using a format provided at a later date.

**Proposal packet**
The proposal packet can be found at www.csueastbay.edu/a2e2.

**Questions**
Questions about this opportunity may be addressed to:

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CC: Provost and Vice President, Academic Affairs