Memorandum

To: Unit 3 Faculty

From: Rafael Hernandez
Interim Associate Provost
Convener, A2E2 Advisory Committee
On behalf of the A2E2 Advisory Committee

Subject: Call for proposals, Enhanced Instructionally Related Activities (EIRA)

Date: January 22, 2018

The A2E2 Advisory Committee presents the following funding opportunity for programmatic activities to be carried out between July 1, 2018 and June 30, 2019.

Enhanced Instructionally Related Activities (EIRA)
As part of the A2E2 fee, EIRA is allocated to colleges to support activities related to coursework and the degree programs under which that coursework occurs. Compared to Enhanced Course Learning (ECL) funding (which is limited to specific courses), EIRA is broader in purpose, funding activities which occur at the level of an academic degree program.

Eligibility
All Unit 3 faculty are eligible to apply.

Selection
Following the review and ranking of proposals by Department Chairs and College Deans, the A2E2 Advisory Committee will review and rank proposals for recommendation to the Provost for funding. Not all proposals may be able to be funded. Funding of a proposal does not guarantee the offer of any associated courses.

Guidelines
- Proposed activities must occur during AY 18-19.
- Proposals for activities across multiple degree programs in the same College are permitted.
- Funded proposals are expected to be executed by the applicant(s) or another Unit 3 faculty member specifically designated by the Department Chair or College Dean.
- 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. Travel supporting a conference presentation, performance, non-athletic competition, or other off-site activity directly involving students in the activity
  2. Supplies
  3. Duplicating
  4. Professional services
  5. Personnel

For more information about these cost categories, see the Cost Category Definitions and Restrictions attachment in the EIRA proposal packed.

Consideration of generated revenue
In cases where an EIRA funded proposal has activities that produce revenue (registration fees, ticket sales, services, etc.), it is expected that said revenue will be applied towards proposed proposal costs before funding from EIRA is considered or applied. All revenue generated from proposed activities must be reported on the proposal.

Funding limits
Proposals may be for a minimum of $15,000 and a maximum of $80,000 total to be funded during Fall 2018 and/or Spring 2019 semesters. Proposals funded in prior fiscal years at an amount greater than $80,000 are encouraged to meaningfully split their proposals to be within these funding limits. Proposals that are the result of this split will be considered prior-funded for the purposes of priority consideration with the sum of actuals across all split proposals being used for comparison to prior fiscal years, where applicable.

Priority consideration
Priority consideration may be given to proposals having one or more of following characteristics.
  1. Proposal is prior-funded in one or more of the last three prior fiscal years.
  2. Proposal is prior-funded and the current request is an amount less than or equal to 70% of actuals for the prior fiscal year.
  3. Proposal is prior-funded and not in excess of a 4% increase in actuals for the prior fiscal year while still remaining within the funding limits stated within this call for proposals.
  4. Proposal is prior-funded and the current request is between $15,000 and $30,000 while not being in excess of a 4% increase in actuals for the prior fiscal year.
  5. Proposal is a new request less than or equal to $20,000 total.

Note: proposals having received EIRA funding in a prior fiscal year are considered “prior-funded.”
Evaluation criteria
In addition to consideration of generated revenue and priority consideration above, any or all of the following may be considered upon evaluating proposals:

- The enhancement and/or enrichment of the educational experience of CSUEB students as evidenced by the depth and/or breadth of experience;
- Program feasibility, within the time and budget proposed;
- Number of participants directly and benefiting from the activity/experience;
- Results of prior-funded programs as evidenced by submitted reports

Spending plans and funding reallocation
College Deans may require of funded EIRA proposals a detailed spending plan. Following review of these spending plans, College Deans may choose to internally reallocate funding across funded EIRA proposals to ensure funding is expended as completely as possible within a fiscal year.

Reporting requirements
A brief report of fund usage across all EIRA proposals will be required of the College Dean no later than 30 days before grade submission for the term using a format provided at a later date.

Proposal packet
The proposal packet can be found at www.csueastbay.edu/a2e2. The packet includes directions for submissions and the proposal timeline.

Questions
Questions about this opportunity may be addressed to:

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CC: Provost and Vice President, Academic Affairs
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