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Attempting to complete the form outside of Acrobat (such as in a browser or Preview) will break the form and you will be unable to digitally sign and submit it.

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Instructions

Complete this form in its entirety using Adobe Acrobat. Once done, digitally sign the form in Acrobat and save it as a new file using the following filename format:

2019-EIRA-lastname-firstname.pdf

Email the digitally signed file as an attachment to a2e2@csueastbay.edu by March 1, 2019, 11:59 PM PST. **Once the packet is digitally signed, you will not be able to make changes to it.**

Proposals will ultimately be reviewed by a committee of students and faculty for consideration of funding. For this reason, proposals should be written with this audience in mind.

Refer to the *Call for Proposals* for proposal guidelines.

Before submitting, make sure you have thoroughly reviewed and digitally signed the proposal. Department Chairs and Deans will receive additional instructions for submission upon receipt of their respective faculty's proposals. Late proposals will not be accepted. Additional attachments will not be accepted. Proposals without digital signature will not be accepted. Scans of proposals will not be accepted. Printed copies of proposals will not be accepted.

Timeline

Submission window	February 4 to March 1, 2019
Department Chair review and ranking	March 4 to 15, 2019
College Dean review and ranking	March 18 to 29, 2019
Committee review and recommendations to the Provost	April 8 to 29, 2019
Announcement of results	Early May 2019

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Cost Category Definitions and Restrictions

The following definitions and restrictions are provided in an attempt to better clarify permissible costs. In addition to this, policies, procedures, and regulations regarding the expenditure of University funds apply.

Category	Definitions and Restrictions
Travel	<p>Definition This category is for costs directly related to travel. Examples include airfare, lodging, meals, conference/meeting registration, and other expenses necessary and required for travel to occur. Unlike the “field trips” category in ECL, travel in EIRA is typically of larger scope and longer duration, often requiring airfare and/or lodging of more than one night’s stay. Note that while considered hospitality, funding for meals during travel under this category is permissible provided that the meals are necessary according to University travel policies. Note that all travel must abide by University travel policies and procedures. Finally, even though the term “field trip” isn’t used here, all travel with students is considered a field trip and, as such, needs to comply with applicable field trip policies and procedures.</p> <p>Restrictions</p> <ul style="list-style-type: none"> • Travel costs for faculty, staff, or other persons besides actively enrolled students directly participating in the activity are prohibited. • Total travel costs are limited to \$750 per participating student, per activity.
Supplies	<p>Definition This category is for costs for physical items that are directly necessary for the activity to be carried out or are used to supplement existing equipment or other items directly used in the activity. These items are typically much lower in cost per unit when compared to equipment. While similar to consumables in ECL, they are different in that they are typically not bought on a per-participant basis and might not be consumed in their entirety during the period the proposed activity occurs. Here are a few basic questions to help determine if something is a supply or not:</p> <ul style="list-style-type: none"> • Does the item require tagging by University Procurement & Support Services? If yes, it is not a supply. • Does the item require power of any kind? If yes, it is likely not a supply but equipment. • Does the item operate on its own or require training or specialized knowledge to operate? If yes, it is likely not a supply but equipment. • Is the item used with another item that requires training or specialized knowledge to operate? If yes, it might be a supply. <p>Restrictions</p> <ul style="list-style-type: none"> • Costs for equipment that qualifies for Instructional and Research Equipment Enhancement (IREE) funding are prohibited. Hospitality costs as described in the University hospitality policy are prohibited. Costs for software (including software as a service) are prohibited.
Duplicating	<p>Definition This category is for costs for any physical printing of materials that will be used to produce activity content, information about the activity, or publicity to promote the activity and, therefore, increase its reach. It is expected that University Duplicating Services will be used for all printing unless they are explicitly unable to fulfill specific requirements provided to them in a timely fashion. In these cases, a 3rd party printing service may be used (following standard procurement policies and procedures).</p>

	<p>Restrictions</p> <ul style="list-style-type: none"> • Cost for duplicating of materials that are used primarily for the recruitment of students to a degree program (or the University in general) are prohibited. Costs for publicity that are in the form of physical goods or items such as trade-show banners and exhibits are prohibited.
Professional Services	<p>Definition This category is for third-party services contracted to be specifically provided directly to the participating students of the activity. Services are short-term and of a limited scope. As well, service providers vary such that number of services they perform per contract is strictly limited and the number of times their services are contracted is minimal so as to not appear routine. This category is different than the personnel category in that the professional services are contracted either via short term limited scope or purchase order. This category does <i>not</i> include any services performed as the result of a temporary appointment (such as a special consultant or other temporary staff).</p> <p>Restrictions</p> <ul style="list-style-type: none"> • Costs for payments of any kind to current probationary or permanent University employees (regardless of classification), are prohibited. These types of payments to University personnel including honorariums, special consultant appointments, stipends, and/or overtime.
Personnel	<p>Definition Costs for this category include temporary staff (both intermittent and casual workers), student assistants, and other personnel appointed to perform work routinely in support of the proposed activity.</p> <p>Restrictions</p> <ul style="list-style-type: none"> • Costs for payments of any kind to current probationary or permanent University employees (regardless of classification), are prohibited. These types of payments to University personnel including honorariums, special consultant appointments, stipends, and/or overtime.

Proposal Information

Proposal Title	
Applicant Information	
Name	
Department	
Signature	

Signatures

Department Chairs and Deans will sign this cover page after completing their review and ranking. Signatures indicate recommendation for funding, regardless of ranking.

Department Chair	
Optional comments	
Name	
Signature	

Dean	
Optional comments	
Name	
Signature	

Part I: Narrative

Provide a narrative that describes the purpose of proposed activities by minimally answering the following questions:

- How do the proposed activities connect to the learning outcomes of the degree program(s) listed in Part II?
- How do the proposed activities facilitate student success?

Narrative (limit: 500 words)

Part II: Student Participation

Provide information about the specific degree program(s) and the total number of students who will be *directly participating* in the proposed activities. Direct participation indicates active student involvement in the proposed activities.

Degree program	Participants
Total Participants	

Provide information about reach of the proposed activities through a description of the audiences for the proposed activities along with realistic estimates of the total audience size.

Audience description (limit: 50 characters)	Estimated size
Total Estimated Reach	

Part III: Budget

Provide the amount requested per cost category. Proposals may request between \$15,000 and \$80,000 total funding. Priority consideration may be given to proposals with requests less than or equal to \$25,000.

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. Note that the total requested is the total costs less all activity revenue received.

Activity Cost Categories	Amount
Travel	
Supplies	
Duplicating	
Professional Services	
Personnel	
Total Costs	
Activity Revenue Description (limit: 200 words)	Amount
Total Requested (total costs less any activity revenue)	