

# **ARA/SAD Program Guidelines/ Agreement**

## **California State University, Sacramento**

### **I. Purpose**

To support activities that extend students' educational experiences beyond the normal instructional environment.

### **II. Application Timeline**

Funds are typically awarded as the applications are submitted to Academic Affairs and are subject to review. The application and personal statement are taken into consideration for distributing allotted funds. There is no guarantee that funds will be available throughout the academic year as the grants are first come, first served.

### **III. Notification of Award**

All communication from the Academic Affairs office will be through e-mail. If the e-mail address provided on the application is invalid or if the applicant does not respond within the given timeframe (section V.), the award may be forfeited and allotted to another applicant.

### **IV. Process**

Applicants may turn in an application throughout the academic year (i.e., before or after the event takes place) with or without receipts. The applicant then may be awarded funds on the contingency that receipts will be provided. IF receipts are not received by the deadline provided by the Academic Affairs office, the applicant's award will be forfeited and funds will allocated elsewhere.

### **V. Receipts Time Frame**

Applicants will have two (2) weeks from the last day of the event to turn in all required receipts to be considered for reimbursement. Special circumstances are accepted (please speak with Academic Affairs staff for approval).

### **VI. Late Application/Receipts**

Prior authorization must be received from Academic Affairs for late applications and/or receipts. If no authorization is received, all late applications and/or receipts will be rejected.

### **VII. Budget Items**

Student Academic Development (SAD) program will not provide reimbursement for out-of-state transportation. All out-of-state travel must be requested through the Academically Related Activities (ARA) program (Academic Affairs will determine application eligibility and placement). Please refer to section IX for a list of any prohibited items. Any expenses not listed in the budget section of the application will not be reimbursed.

### **VIII. Group Projects**

For group projects, a separate sheet of paper listing the name, student ID number, e-mail address, mailing address, phone number, major, and class level must be turned in with the application and EACH STUDENT must sign the list in INK. One budget is required, however, each applicant must turn in a personal statement and waiver. NOTE: A group of students attending the same event is NOT considered a group project.

### **IX. Prohibited Requests**

Do NOT include the cost of food/meals, textbooks, manuals, membership fees, general office supplies, clothing, gifts, duplication of thesis, services rendered (i.e., using an outside vendor to have a banner, flyer or postcard made), non-

project/conference related expenses, travel to/around Sacramento or any items that will remain with the university after the project/conference. This is not an exhaustive list of items, further restrictions are at the discretion of the university and the Academic Affairs office. If an item is deemed prohibited, the item's cost will be deducted from the budget total. There will be no special accommodations allowed.

### **X. Trip Duration**

The university will only reimburse for days the applicant attended the event, unless otherwise authorized by an Academic Affairs staff member. The applicant will not be reimbursed for excess days spent in location (i.e., the event takes place on a Friday, but the hotel is booked through Sunday. In this example, the applicant will only be reimbursed for expenses gathered on Friday).

### **XI. Receipts**

Original receipts must be submitted in order to be reimbursed. The receipts need to show the amount paid, how the amount was paid, and the name of the applicant. Do NOT submit an invoice. A receipt needs to clearly show the fee was paid. Academic Affairs will notify applicants who do not have the correct receipts; however, this will result in a delay in reimbursement. If an applicant cannot provide the requested receipts before the deadline, his/her funds will be forfeited and allocated elsewhere. For further clarification, contact Academic Affairs.

### **XII. Further Documentations**

If the application is in consideration for the Academically Related Activities (ARA) program, the applicant will need to provide further documentation when submitting receipts. This must include a boarding pass from any flights taken (if requesting flight reimbursement), a copy of the name badge used during the conference, an acceptance/invitation letter to present the conference/project. A copy of the credit card used will also need to be provided (please block out all but the last 4 (four) digits of the credit card number and the name). Failure to provide requested documents will result in ARA funds being allocated elsewhere. Keep ALL documentation relating to event to prevent any delays in the reimbursement process. Finally, a completed "Final Statement" Form must be submitted with the rest of the receipts and documentation within the deadline of 2 weeks after the conference dates.

### **XIII. Waitlist**

If funds cannot be immediately awarded to the applicant, he/she will be placed on a waitlist and will be notified if any funds are available. The amount awarded is up to the discretion of Academic Affairs. All waitlist applicants must still submit all receipts by the given deadlines to remain in contention for the awards.

### **XIV. Outside Buyers**

If another person purchases item the applicant has listed in the budget portion of the application, the person who paid must identify how much the applicant has contributed to the final total and sign and date the receipt. For further instructions, please contact Academic Affairs.

**Please print this agreement and attach it to the application.**

By signing below, you are acknowledging that you have read this document and are accepting the terms and conditions provided by the Academic Affairs office in collaboration with the Academically Related Activities (ARA) program and the Student Academic Development (SAD) program.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_