Enhanced Student-Faculty Interaction Fund (ESFI)
Administration, Guidelines and Policies
2014-2015

I. Administration and Approval of ESFI Projects
The administration of this fund is located in the office of Vice Provost, Dr. Tom Herrinton. Approvals are done with dispatch, seldom requiring more than a few hours, typically less, once a request is received. Email requests are welcomed, but notification is via paper memo to the requesting faculty member(s). Requests for repeated projects, events, etc., to be funded are welcomed, although after several years of holding the same event departments should consider incorporating funding for the event into their regular budgets.

II. Policies

A. General
1. The fundamental reason for the existence of the ESFI is to foster face-to-face academic experiences between faculty and students to enrich academic life at the University.
2. Awards are made to faculty only.
3. Grants are non-competitive and are made on a first-come, first-served basis.
4. Both full-time and part-time faculty are eligible to apply.
5. To qualify for an award, the proposal must meet the following requirements:
   a. The academic nature of the project must be its central feature. While a social aspect may also be fulfilled, it cannot be the primary reason to seek an award.
   b. The project must foster a closer intellectual interaction between faculty member(s) and student(s).
6. Awards may run from a small amount (unspecified) to a maximum of $500 per project. (See also Restrictions below). An individual faculty member may be awarded a maximum of $1000 per academic year in ESFI funds.
7. One half of the total ESFI Fund will be awarded in Fall semesters (project funds may be requested from July 1 through the week before final exams) and the remaining half will be awarded for Spring semesters (requests for Spring may be made from mid-Fall semester until June 1, 2013).

B. Submission of ESFI Proposal:
A proposal is a simple memo or email message to Dr. Thomas R. Herrinton, Vice Provost (HC214; Ext. 4553; herrinton@sandiego.edu), including a description of the project, the nature of the faculty-student interaction, rationale for its academic value, an explanation of costs and total costs, and anticipated date(s) of the event/project. If your proposal is successful, you will receive a memo to that effect. You may then pursue the funding as described below. (Those proposing unsuccessful projects will also be notified quickly.) The project proposal memo must be received in the Vice Provost’s Office no later than one week prior to the need of funding.

C. How to Obtain Your Granted Funds
Funds may be obtained in cash in advance, if lead time permits, but only for a maximum of $100. Please fill out a Petty Cash Voucher, and have it countersigned by either Dr. Herrinton or Assistant Vice President Debbie Gough. If this route is chosen, original receipts—no copies—and any unspent cash must be turned in to Dr. Herrinton or,
preferably, to Ms. Gough within no more than 5 days after the event/project. All receipts must be taped to 8 ½ x 11 inch paper. Receipts turned in loose will be returned to the faculty member for proper preparation.

You may choose to pay for the event/project yourself and seek reimbursement later. Again, you will need to provide properly mounted original receipts and a completed Check/Expense Request Form (or Petty Cash form if under $100) payable to yourself and turn them in to Ms. Gough within five days of the completion of the event/project.

Please note that there are consequences for not turning in your receipts in a timely fashion. Receipts must be submitted by no later than 60 days after the date of the event, or the funds will be reallocated and you may not be reimbursed.

Reimbursement checks will be available at the Cashier’s Window several days after a claim has been made. Refunds are not sent directly to the faculty member unless you request this on the Check Request form (can only be sent to home addresses, NOT campus office address.)

If you are paying a stipend, provide the person’s SSN and other information on the Check Request form made out to the speaker and forward to Debbie Gough.


If a faculty member requests funds that will be spent by students, the students must turn in their own original receipts and will be reimbursed directly. Faculty should not give students cash or personal checks and then submit a request for reimbursement. Expenses must be reimbursed to the person who incurs the expense.

D. Funds may be used for the following activities. These are given as examples only--other possibilities certainly exist. Faculty are encouraged to be creative in proposing further ideas:

1. Funds for the development of or participation in student competitions that have faculty as mentors or advisors;
2. Structured, preplanned, but informal settings for discussions (e.g., mealtime fora) either connected with a particular course/class or not;
3. Projects to encourage non-traditional student interactions with faculty;
4. Projects involving faculty in student club activities (see Restrictions below);
5. Funding to cover costs of performance tickets, museum admission, etc.;
6. Recognition of student/faculty interactions (awards, etc.);
7. Community involvement projects;
8. Funding for attendance at/or presenting/co-presenting papers at conferences, etc. (see Restrictions below).

E. Restrictions

1. No research by faculty with students involved, or vice versa, will be funded. Where desirable opportunities exist for research, faculty members are advised to seek support via their respective deans under the Faculty Research Grants avenue and to
include student participation in proposals made. **Faculty are also strongly urged to seek extramural funds.** Assistance in such efforts is readily available through the Office of Sponsored Programs.

2. Normally, no one student may receive direct cash and/or in-kind support in excess of $300. Exceptions may include situations where travel to attend or to present or co-present a paper at a conference would require more than $300. In such a situation, no fewer than two or more students (presenting, co-presenting, or merely attending) with a minimum of one or more faculty member(s) must be involved and the **$500 total award limit** will apply for the project. Normally, funds for the faculty member(s) involvement should come from his/her academic unit(s). **Rare** exceptions will be considered.

3. No funding for student club/organization banquets or purely social events is permitted. Purchase of books, videotapes, etc., of an academic nature, are acceptable if included in a project where clear academic value and student/faculty interaction is demonstrated. Typically, purchase of general supplies is not permitted, but exceptions will be considered when the academic nature of their use is demonstrated.

4. No stipends (for USD employees) are awarded under the ESFI. But see section III below.

5. As the rationale for ESFI is to **enhance** faculty-student interactions beyond normal situations, no funding will be permitted for initiatives which occur during regular class meeting times. Stipends for visiting scholars, etc., will be considered for classroom visits, but other extra-classroom activities (socials, etc.) should be included in the project, as well.

### III. Internal Revenue Service Requirement

This provision applies only to those faculty who receive ESFI funds and intend to use them (in whole or in part) to pay a stipend(s) in select instances. Make sure to include on the Agreement Form (see sentence below) the Taxpayer Identification Number (TIN). The TIN is the social security number of the individual or the federal employer identification number for businesses. The Agreement Form may be obtained from USD’s Procurement Office located within University Copy (print shop); Ext. 7733. You should return the form to Debbie Gough when requesting reimbursement for ESFI funds awarded.

### IV. General

You are urged most strongly to indicate to the Provost’s Office as soon as possible if there is any portion of your grant(s) that you expect is not going to be spent. Your efforts in this respect will aid other faculty members by allowing us to offer the maximum number of grants from this fund that is possible.

**If you do not turn in your receipts by June 30, 2015 you will be responsible for paying them yourself. Funds will not be taken from the 2015-2016 budget to pay for these.**

Please direct any questions concerning ESFI to Dr. Tom Herrinton, ext. 4553, herrinton@sandiego.edu, or to Justine Gonzales, Executive Assistant, ext. 4553, justineg@sandiego.edu.