

**3341-5-25 Solicitation.**

Applicability	All University units
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

**(A) Policy Statement and Purpose**

To set out the policy governing solicitation activities on campus.

**(B) Policy**

Many campus groups and/or individuals seek funding support for activities that are not part of the standing functions of the university. The following guidelines are provided to expedite consideration of these requests.

- (1) Individual, Departmental or College Special Activities: Individuals or groups seeking funding for academic-related activities (such as conference attendance or remuneration of speakers for campus events) must present a written proposal to their departmental Chair or Director for consideration. Awards for such requests are at the discretion of the Chair or Director. Requests that are approved at the departmental level, but for which full or partial funding is not available, may be transmitted to the College Dean for consideration. Requests forwarded to the Dean must be accompanied by a written endorsement from the chair or director.
- (2) Requests approved by the Dean, but for which full or partial funding is unavailable, may be transmitted to the Provost and Vice President for Academic Affairs when accompanied by an endorsement from the Dean. (If the activity, in whole or in part, has a student affairs focus or component, the solicitation should be sent to the Vice President for Student Affairs.)

- (3) Guidelines for funding proposals at the departmental or College level suggest inclusion of a:
  - (a) Brief description of the activity or program to be supported;
  - (b) List of coordinating individuals and participating internal and external organizations;
  - (c) Timeline for planning and implementation;
  - (d) And a budget itemizing and justifying costs to the extent possible.
- (4) Requests that are denied can be revised and resubmitted for further consideration at the appropriate level.
- (5) University-Wide Special Activities: If the activity, in whole or in part, has an academic affairs focus or component, the solicitation should be sent to the Provost and Vice President for Academic Affairs. The Provost will meet with the Council of Deans to determine whether the activity is worthy of funding consideration and what each reporting academic affairs unit will agree to contribute to the activity. The campus group or individual will be informed of the decision and, if appropriate, the breakdown of funding agreements. (If the activity, in whole or in part, has a student affairs focus or component, the solicitation should be sent to the Vice President for Student Affairs.)
- (6) Requests for funding for university-wide activities must be accompanied by a written proposal including a:
  - (a) List of participating university divisions and/or units and coordinating individuals;
  - (b) List of participating external organizations and coordinating individuals;
  - (c) Detailed description of the specific program or activities planned;

- (d) Timeline for planning and implementation;
  - (e) Budget itemizing and justifying costs for staff, supplies, services, equipment, etc.; and
  - (f) A list of all individuals, within the university and the community, solicited for support. (Copies of the written requests and any subsequent agreements must be submitted with the request.)
- (7) Applications for funding must be made prior to official commitment and or implementation of the event or program. Individuals and/or organizations that do not follow the official procedure to secure funding in advance are ineligible for support.
- (8) Each individual, organization, and division named in the request must receive a copy of the submitted proposal.
- (9) No solicitation for university-wide special activities should be made to individual campus units. Campus groups and/or individuals whose planned activities are more narrowly focused within the academic or student affairs divisions (e.g., an individual college) may solicit funds internally from that unit. However, the same general procedures should be followed.

Registered Date: March 17, 2015