

# **You must use Adobe Acrobat to complete this form.**

**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.**

[CONTINUE TO NEXT PAGE]

**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

**Table of Contents**

- ¥! Cover Page
- ¥! Cost Category Definitions and Restrictions
- ¥! Proposal Form
  - o! Part I: Narrative
  - o! Part II: Student Participation
  - o! Part III: Budget



**Restrictions**

- ⌘ 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 superscript ( )-3 (andsc)-2 ( (i)-e2 (s ))ITJ0ATc 0 ITJ0542 -eldf(050





**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
<b>Total Participants</b>	

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
<b>Total Estimated Reach</b>	

**Part III: Budget**

Provide the amount requested per cost category. Proposals may request between \$0 and \$500,000.