Request for NSS Dean’s Support for Unmet Needs Beyond Department Resources

If a Department/Program has exhausted other funding sources (Summer funds, OE, External grants, IRA, etc.) but does not have the funds to maintain the operational status of critical teaching and research equipment or instrumentation, the College will consider contributing to pay for needed repairs. If funds are available, funding priority will be given for activities that have positive impact on student success*. Please be mindful of request deadlines, indicated for each category below*. Please refer to the section below that best describes your request.

**Maintaining the operational status of critical teaching and research equipment or instrumentation:**

To assist us in evaluating the request, the Department/Program Chair/Director should submit answers to the following to nssfiscal@calstatela.edu on behalf of the requestor. *Where possible, requests should be submitted at least 30 days in advance.* NOTE: please restrict each answer to 500 or fewer words:

1. What other funding sources have you considered using, and why can’t you use them?
2. What is the repair needed, and anticipated cost? (Identify the item, what is needed, and a price quote)
3. What role does this item play in your curriculum? (List each course in which it is currently used, whether each course is required or elective, and each course’s annual enrollment)
4. What role does this item play in scholarship? (List faculty research impacted)
5. How does this activity positively impact student success?
6. Please provide any additional information that will help us assess the impact on students and/or faculty if funding from NSS is not available.
7. Please provide an alternative solution if NSS is unable to contribute funds.

**Reassigned Time Requests:**

To assist us in evaluating the request, the Department/Program Chair/Director should fill out and submit the Faculty Assigned Time Pre-Authorization Form. *Requests should be submitted at least 30 days in advance*

**Invited Speakers Honoraria, Student or faculty travel funds (subject to AB1887 travel to prohibited states), others:**

To assist us in evaluating the request, the Department/Program Chair/Director should submit answers to the following to nssfiscal@calstatela.edu on behalf of the requestor. *Complete requests MUST be submitted at least 30 days in advance.* NOTE: please restrict each answer to 500 or fewer words:

1. What other funding sources have you considered using, and why can’t you use them?
2. What is the request, and anticipated cost?
3. What impact will this activity have in your curriculum? (List each course in which will have an impact, whether each course is required or elective, and each course’s annual enrollment)
4. What impact will this activity have on scholarship? (List faculty and/or student impact)
5. How does this activity positively impact student success?
6. Please provide any additional information that will help us assess the impact on students and/or faculty if funding from NSS is not available.
7. Please provide an alternative solution if NSS is unable to contribute funds.