

SFI GRANTS – Frequently Asked Questions

Application Phase:

Can students apply/host the event?

- Due to the learning outcomes of our program, all applications must be submitted and events hosted by instructors (faculty or graduate teaching assistants).

What types of items/expenses are not covered?

We do not award:

- Honorariums/travel for guest lectures
- Departmental meet and greet events
- College/department recruitment events
- Fundraising events
- Club meetings
- Orientation programs

When should I apply? When will I receive a decision?

- All applications must be submitted at least one month prior to the event date. The application review process can take several weeks and we do not award retroactively. Please plan accordingly!

Do you make exceptions?

- Exceptions are made on a case-by-case basis.

Can I make changes in my application after submission?

- Yes. To submit revisions to your application, email facultyprograms@email.arizona.edu

Pre-Event Phase:

Once I receive my award, what steps are required before my event occurs?

- Use the student and faculty roster of attendance templates to your event to record attendance at your event!
- Collect originals, itemized, paid receipts from each vendor for all SFI Grant expenses
- Work with student-faculty Engagement Staff on any specific logistical issues.

What expenses are and are not covered by SFI funds?

- We will fund food, supplies, and motor pool travel for your event.



We cannot fund:

- Gifts/Awards
- Raffle prizes
- Alcohol
- Honorariums/Guest Travel
- Lectures
- Hotel accommodations

Contact program staff at facultyprograms@email.arizona.edu with any specific questions.

Where can I find the SFI Grant account number to pay for Arizona Catering Company, motor pool, etc.?,

- For any UA internal purchases, please email facultyprograms@email.arizona.edu for the appropriate SFI Grant account number(s).

Post-Event Phase:

Where is your office?

- We are located on the 3rd Floor of El Portal.

What is the procedure for university reimbursements?

- Program staff will work with you directly to process all reimbursements. Once we have received all required post-event documentation, we will submit a request for your reimbursement that will auto-reimburse to same account as your paycheck. You will receive an automated email when this amount has been reimbursed to your account. Please allow two to three weeks to receive your reimbursement.

What if I paid for my event with a department P-Card?

- If you paid for expenses with your department P-Card, please provide copies of your event evaluations, rosters of attendance, and receipts to program staff. All originals must go to your business manager. We will accept both hard copies and electronic copies – whichever is easiest for you!

Do you accept electronic copies of post-event documentation?

- We always accept electronic copies of your event evaluations and rosters of attendance.
- We **cannot** accept electronic copies of your receipts (unless you used your department P-Card) – **originals only**.
- Department P-Card original receipts go to your business manager with copies (either hard or electric) to us.

