

SFI GRANTS – Frequently Asked Questions

Can students apply for an SFI Grant or host the sponsored event?

All applications must be submitted and events hosted by instructors (faculty or graduate teaching assistants).

What types of events or expenses are not supported by SFI grants?

SFI funds cannot be applied toward:

- 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?

Applications for grants of \$500 or less must be submitted well in advance of the event date. The application review process can take ~10 days and we do not award retroactively.

Do you make exceptions?

Exceptions are made on a case-by-case basis and assessed within available resources.

Can I make changes in my application after submission?

Yes. To submit revisions to your application, please email Mirra Matheson (mirramatheson@arizona.edu).

How can I make my event accessible and inclusive?

Please review the Disability Resource Center's information on planning events; <https://drc.arizona.edu/planning-events>

Before your event:

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 covered by SFI funds?

Per [University guidelines](#), SFI funds can be applied toward the following expenses: Food, supplies, and motor pool travel for your event.

Per [University guidelines](#), SFI funds cannot be applied toward the following expenses:

- Gifts/Awards
- Raffle prizes
- Alcohol
- Honorariums/Guest Travel
- Lectures
- Hotel accommodations
- Department recruitment events
- Fundraising events
- Club meetings
- Orientation programs

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

The grant account number can be found on your Award Letter which will be emailed to you after a decision has been made regarding your application.

After your event:

Where is your office?

We are located on the 2rd Floor of [El Portal](#) - 501 N. Highland Dr. Tucson, AZ 85721

What is the procedure for university reimbursements?

SFI 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 automatically 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 departmental 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.
- Per University guidelines, we **cannot** accept electronic copies of your receipts (unless you used your department P-Card) – **originals only**.
- Departmental p-card original receipts go to your business manager with copies (either hard or electric) to us.