

## Instructions for Academic Affairs – Foundation Funding Request Kuali Form

The following are step-by-step instructions on using Kuali to fill out and send the Academic Affairs – Foundation Funding Request form to all appropriate individuals required for approval.

Below is an example of the submission process for the Academic Affairs – Foundation Funding Request form.

The form must be accessed with a Fresno State email account.

If you have any questions or concerns, please email the Academic Resource Office: [aro@mail.fresnostate.edu](mailto:aro@mail.fresnostate.edu).

1. Click on this [link](#) to access the Academic Affairs – Foundation Funding Request Form
2. When the link opens, you will be directed to a page like the one below:

3 Created at Sep 12, 2024 - 1:08 PM DRIFT Discard Save Submit

**FRESNO STATE** | Academic Resources  
Academic Affairs

### Academic Affairs - Foundation Funding Request

To prioritize investment in meeting strategic goals, the Provost Office is allocating non-state funds to provide faculty professional development support. Colleges and departments should continue their policies and practices on how this fund is allocated to faculty. The total allocation to each college is based on the same funding formula as in 23-24, which is the total number of full-time equivalent tenured/tenure track faculty x \$1,000.

State funds cannot be used to augment this line item but colleges have the discretion to use additional foundation resources on faculty professional development, if available and approved by the dean.

The office of IDEAS has additional faculty professional development funding (non-state funds) faculty can apply for, and use it in conjunction with the above-mentioned faculty PD.

Fresno State South Valley campus has limited professional development funding for faculty who teach in-person classes on Visalia campus. This funding (non-state) can also be combined with either or both of the above.

**Process for Review**  
Please complete the form in its entirety. Once submitted it will be routed to the Department Admin, Budget Analyst, Faculty Member, Department Chair, College/School Dean, and ARO for review.

3. Under Type of Funding: you will select the type of funding which you are requesting to utilize from the Provost Foundation account, you may select more than one type of funding if awarded.

**Type of Funding \***

T/TT Professional Development

IDEAS Professional Development

South Valley Campus PD/Travel

PRSCA Travel

4. Under Type of Expense, you will select whether the expense is related to travel or is a goods/services request (non-travel).

**Type of Expense \***

Travel

Goods/Services (Non-Travel)

5. Under Faculty Member Information Section, the pertaining information for the faculty requesting the utilization of the funds will need to be included, **please note:** the recipient's email address must be in

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the **mail.fresnostate.edu** format. (If the expense is related to travel there will be additional information requested in this step.)

<b>Faculty Member Information</b>			
First and Last Name *	Work Phone Number: *	Faculty Member Email: *	Faculty Member Email Lookup: *
Enter Traveler	Enter Work Phone Number Here:	Enter Faculty Member Email Here: (@mail.fresnostate.edu)	
Department/Office: *			
Enter Department/Office Here:			

6. Under Review Section please include the emails of the appropriate individuals requested. **Please Note:** The recipient’s email address must be in the **mail.fresnostate.edu** format.

<b>Review Section</b>	
Include appropriate emails as @mail.fresnostate.edu	
Department Admin Email: *	Department Admin Email Lookup: *
Enter Department Admin Email Here:	
Budget Analyst Email: *	Budget Analyst Email Lookup: *
Enter Budget Analyst Email Here:	
Department Chair Email: *	Department Chair Email Lookup: *
Enter Department Chair Email Here:	
School/College Dean Email: *	Dean Email Lookup: *
Enter School/College Dean Email Here:	

7. Under Foundation Funding Source, the appropriate Provost Foundation account information will populate based on the selections made in Type of Funding and Type of Expense sections at the top of the form. If you will be charging additional Foundation accounts (Dean's Discretionary, Grants, etc.), extra rows are available on the form, please include the cost center name, cost center number, and total amount being charged.

<b>Foundation Funding Source: Provide exact Amount(s) and Chartfield(s)</b>		
Total Amount:	Account Name:	Cost Center:
Enter Foundation T:	Enter Foundation A	Enter Cost Center here:
Total Amount:	Account Name:	Cost Center:
Enter Foundation T:	Enter Foundation A	Enter Cost Center here:

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8. Under Self-Funded please include any amounts of the travel or goods/services request which will be covered by the faculty.

**Self-Funded: Provide exact Amount**

Complete this portion if the traveler is paying for the total or partial part of the travel expense.

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**Total Amount:**  
Enter Total Amount to be self-funded:

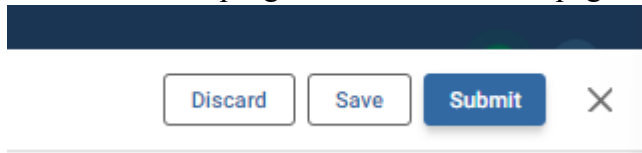
9. Under External Funding please include any amounts of the travel or goods/services request which will be covered by an external funding organization/association

**External Funding:**

Complete this portion if another organization is paying for the total or partial part of the travel expense.

<b>Total Amount:</b> Enter Total Amount	<b>Name of External Funding Organization/ Association</b> Enter Name of Organization
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10. Once the Academic Affairs – Foundation Funding Request form has been completed you can click Submit on the top right-hand corner of the page.



11. Once submitted the form will be routed to the department admin, budget analyst, Department Chair, and college/school Dean for review. After it has been approved by the Dean it will be routed to ARO where the request will be reviewed, logged, and approved or denied.
12. Once the form is approved/denied you will receive an email of approval/denial. If the request was approved, you may proceed with incurring your expense(s).
13. For reimbursement, submit a Payment Authorization Form or Travel Claim, making sure to obtain all required signatures from your department and college. The completed and signed document(s) should be routed to [aro@mail.fresnostate.edu](mailto:aro@mail.fresnostate.edu) as "Acceptor" in AdobeSign. ARO will review your reimbursement document(s), track the expense for budget purposes, and submit it to the Provost or Vice Provost for final approval before routing it to the Foundation for processing. The submitter will be cc'd in the AdobeSign confirming the processing of your reimbursement.

**Instructions for**  
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**Attachments:**

1. A list of the Deans by School/College and their emails.

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**Deans by School/College**

**Craig School of Business**

<b>Dean: David Vera</b>	<a href="mailto:dvera@mail.fresnostate.edu">dvera@mail.fresnostate.edu</a>
<b>Budget Analyst: Dayna Matsumura</b>	<a href="mailto:daynam@mail.fresnostate.edu">daynam@mail.fresnostate.edu</a>

**Kremen School of Education & Human Development**

<b>Interim Dean: Sergio LaPorta</b>	<a href="mailto:slaporta@mail.fresnostate.edu">slaporta@mail.fresnostate.edu</a>
<b>Budget Analyst: Mark Rodriguez</b>	<a href="mailto:msrodriguez@mail.fresnostate.edu">msrodriguez@mail.fresnostate.edu</a>

**Lyles College of Engineering**

<b>Dean: Ram Nunna</b>	<a href="mailto:rnunna@mail.fresnostate.edu">rnunna@mail.fresnostate.edu</a>
<b>Budget Analyst: Zaida Reyna</b>	<a href="mailto:zreyna@mail.fresnostate.edu">zreyna@mail.fresnostate.edu</a>

**College of Health & Human Services**

<b>Interim Dean: Kara Zografos</b>	<a href="mailto:kzografos@mail.fresnostate.edu">kzografos@mail.fresnostate.edu</a>
<b>Interim Budget Analyst: Rebecca White</b>	<a href="mailto:rewhite@mail.fresnostate.edu">rewhite@mail.fresnostate.edu</a>

**College of Science & Mathematics**

<b>Dean: Christopher Meyer</b>	<a href="mailto:cmeyer@mail.fresnostate.edu">cmeyer@mail.fresnostate.edu</a>
<b>Budget Analyst: Nancy Gomez</b>	<a href="mailto:ngomez@mail.fresnostate.edu">ngomez@mail.fresnostate.edu</a>

**College of Social Sciences**

<b>Dean: Elizabeth Lowham</b>	<a href="mailto:elowham@mail.fresnostate.edu">elowham@mail.fresnostate.edu</a>
<b>Budget Analyst: Zachary Kaiser</b>	<a href="mailto:zkaiser@mail.fresnostate.edu">zkaiser@mail.fresnostate.edu</a>

**Jordan College of Ag Sciences & Technology**

<b>Dean: Rolston St. Hilaire</b>	<a href="mailto:rsthilaire@mail.fresnostate.edu">rsthilaire@mail.fresnostate.edu</a>
<b>Budget Analyst: Zachary Kaiser</b>	<a href="mailto:zkaiser@mail.fresnostate.edu">zkaiser@mail.fresnostate.edu</a>

**College of Arts & Humanities**

<b>Dean: Honora Chapman</b>	<a href="mailto:hchapman@mail.fresnostate.edu">hchapman@mail.fresnostate.edu</a>
<b>Budget Analyst: Cathie Salanitro</b>	<a href="mailto:cathies@mail.fresnostate.edu">cathies@mail.fresnostate.edu</a>

**Library**

<b>Dean: Janet Crum</b>	<a href="mailto:janetcrum@mail.fresnostate.edu">janetcrum@mail.fresnostate.edu</a>
<b>Budget Analyst: Delia Medrano</b>	<a href="mailto:deliamedrano@mail.fresnostate.edu">deliamedrano@mail.fresnostate.edu</a>