

2025 – 2026 Faculty Senate – Pending Approval

Meeting # 4 **Approved Mtg #5 9.16.25**

Tuesday, September 9, 2025, 3:30 pm – 5:00 pm

Zoom only

Present: Barannyk, Borrelli, Erickson, Hagen, Haltinner (vice chair), Harrison, Hu, Kenyon, Kolios, Lawrence (provost, w/o vote), Long, Maas, McKenna, Murphy (chair), Ramirez, Remy, Rinker, Rivera, Roe, Sammarruca (faculty secretary, w/o vote), Shook, Strickland, Thorne, Tohaneanu, Vella, Victoravich

Absent: Harrison, Miller

Call to Order. Chair Murphy called the meeting to order at 3:30 pm.

Approval of Minutes (vote)

- Minutes of the 2025-2026 Faculty Senate Meeting #3 (September 2, 2025) were approved as distributed.

Motion (Long, Shook) to amend the agenda to have the priority-setting vote moved up to the second item in Other Policy Business. There is a proposal for an item that's also one of the priorities to be ranked and, therefore, it makes more sense to consider the priorities before we consider approving the proposal.

Vote on the motion: 19 yes; 1 no.

Chair's Report

- There are challenges with Inclusive Access textbooks. Some students are still not able to access their textbooks. Tim will try to understand the full scope of the problem before inviting to senate someone who knows what's happening.
- Chad Nielsen followed up from last week's meeting, when he was asked to give us a list of schools' websites they used as reference for our website update. Anyone interested in seeing that list can ask Tim for it.
- Several people felt that the last week discussion on the website was not promising about reaching some form of resolution in the short term on many of those issues, which are quite substantial – for instance, our public-facing academic credentials are not available. Some student clubs have completely lost their web presence and have been unable to recover it. These issues go to the core of our public presence as an academic institution and as individual academics. If anyone is interested in driving some action, such as moving forward with a resolution to debate and vote on at Senate, they should reach out to Tim for support.

Discussion

Other senators shared similar frustration with the difficulties they encounter to find information. The website was launched too quickly, on the Friday before classes started, with no consideration for the impact on faculty and staff. The general sentiment was that the current situation is unacceptable, and something needs to change.

A senator from the Library pointed out that the library preserved the old website in the Wayback Machine. It's not a perfect solution, but the older information is still accessible.

Provost's Report

- Link to the State of the University address, which some senators couldn't locate on the president's page: https://www.youtube.com/watch?v=Lp3_Sj4BkAU&t=3219s
- Provost Lawrence recommended to keep raising concerns. In the meantime, UCM is putting together a group to look at the content of faculty profiles, and another group to investigate the graduate programs and how they're portrayed and presented on the new webpage.
- Some people asked whether changes to the salary system for faculty on deferred pay were implemented correctly. Faculty, whether fiscal year, academic year, or deferred pay, are being paid correctly, but there is a misunderstanding about the details and the changes that this body approved last year. The biggest change was going from 19.5 pay periods to 20 pay periods, thus slightly stretching people's salary. All is being done correctly, but to improve understanding, some examples of how it works compared to last year will be shown at the next meeting. Link to U of I Deferred Pay information: <https://vandalsuidaho.sharepoint.com/sites/InsideUI-Vice-Provost-Faculty/SitePages/Deferred-Pay-Implementation.aspx>
- Program Health Review. A program prioritization process is required every 5 years by the State Board of Education, so it must be done this year. The process will be very different from the past. A memo will go out in the next few days with the main purpose of asking for nominations of people to be on a working group.
- Importance of VandalCARE referrals for students. Within these first 3 weeks, we have had 4 suicide attempts, one of them resulting in death. None of these had been identified as students at risk. If faculty or staff see students that are struggling or in need, they should use the VandalCARE system. It works very well. VandalCARE referrals: <https://www.uidaho.edu/student-resources/dean-of-students/vandalcare>. Please share with your colleagues.
- CLASS Senator Craig Miller has a solo theater performance this weekend. It is a theater production called *Every Brilliant Thing*, that explores themes around mental health awareness and suicide. Some of the reviews describe it as one of the funniest plays ever written about depression. It is Friday night at 7.30pm, Sunday at 2pm, both at the Forge Theater, in the CLASS Annex building.
- The September Faculty Gathering, hosted by the Provost's Office, will be held on Wednesday, September 17, 2025, from 4:30-6:30 PM, in the IRIC Building Atrium on the Moscow campus. Please complete this [RSVP Form](#) if you plan to attend.

Discussion

A senator asked whether the president and higher administration plan to release a statement regarding COVID vaccination. Provost Lawrence said he has not discussed this with the president but there are other discussions on campus about new vaccination limits. Changes in vaccine availability are complicated and still unclear, but there is more to come.

Back to the deferred pay system, a senator reported that, in their college, grant-paid summer rates were calculated incorrectly, which might have started the confusion about incorrect deferred-pay salaries.

A senator suggested considering a four-day weekend in October and two workdays at the beginning of the Thanksgiving week. In this way, people would have a midsemester break, with no other changes needed to the academic calendar. The provost responded that such a change could be considered by senate if it is a priority.

Invited Guest Presentations

- Overview of the Outdoor Program – Sandra Townsend, Outdoor and Youth Programs Director, Recreation and Wellbeing, Division of Student Affairs.
Sandra wants to promote awareness of the services offered by their program. She introduced the program trip schedule and the many resources to facilitate outdoor experiences for students and employees. For instance, they take all the WWAMI first-year students out rafting. They help with CNR classes, outfitting, and teach classes on fitness and RSTM. They offer a variety of team-building activities, including a couple of trips that are free of charge. They look forward to exploring more opportunities to connect with folks and get them outside to enjoy the natural beauty around us.

Discussion

To the question of whether the program serves the U of I at all its location statewide, Sandra responded that they can, if the logistics works out.

Sandra also encouraged everyone to take advantage of the cheap membership to the Student Recreation Center through payroll deduction.

A senator asked what the costs of the trips are used for. Sandra said that those fees go to pay their employees, gas for their vans etc. Fees to rent outdoor equipment are used to purchase equipment.

Committee Voting Items and Reports

- University Curriculum Committee (vote)
 - UCC 163 Change to Admissions Requirement – Steve Shook, Senator from CNR.
The main point of the proposed revisions is to allow students with GPA below 2.60 who have been admitted through VGP to appeal for direct admission. Currently, students with a GPA below 2.30 can appeal to the Admissions Committee for direct admission. It's a small tweak, but UCC thought it was more of an equity issue to allow the students who are in the 2.3 to 2.59 GPA to have the same opportunities as those who have GPAs lower than 2.3.
Discussion
There were a few requests for clarification.
Vote: 20 yes; 1 no. Motion passes.
- Committee on Committees (vote)
 - Faculty Compensation Committee (FCC) roster – Kristin Haltinner, Chair of the Committee on Committees.
This committee was newly created last year and was populated this fall. Consistent with FSH 1640, the representation is broad and inclusive of work locations outside Moscow, diversity, tenure status, faculty classification, primary academic home, and years of service at the university.
Discussion
There was a comment about one college not being represented. The reason is that there are more colleges than seats, and nobody volunteered from that college. The senator also inquired about representation of the administration, which was initially talked about. Kristin showed the list of ex-officio members, who are not on the roster to be approved because they're not placed by faculty senate. They are Brandi Terwilliger, Director of Human Resources; Vice Provost Kelly-Riley as the provost designee, and Kim Salisbury as Vice President Brian Foisy's designee.
The committee is open to anyone who wishes to attend.
Vote: 21/21 yes. Motion passes.

Other Policy Business

- Interim policies in effect
 - FSH 3060 Affirmative Action and Equal Opportunity
 - FSH 3065 Affirmative Action and Equal Opportunity Employment Hiring
 - APM 50.01 Hiring Procedures for UI Exempt Employees
 - APM 50.02 Hiring Procedures for UI Classified Employees

This is a notification item. The above policies were approved by President Green on an interim basis, because of immediate need to be compliant with the law. They will go through the standard approval procedures.
- Priority Setting (vote) – Tim Murphy, Faculty Senate Chair

Tim displayed the list of priorities as from the survey that went out, to which 16 senators responded, and gave an update on the work already done/in progress on some of the items.

Pay, salaries etc. FCC was just formed.

Accommodation issue. This was referred to the Teaching Committee, who met with representatives from CDAR and OCRI. Ultimately, the recommendation was for additional faculty training, which many people didn't find to be a satisfactory solution. We may look at this area again.

Health benefits. There was some preliminary discussion on whether other state employees have a better benefits package than employees at U of I. It's important to keep in mind that there is a committee, not a standing senate committee, that's charged with reviewing the health benefits each year and recommending changes. This committee has a designated Faculty Senate spot which, unfortunately, has not been filled for at least a couple of years because no senators were willing to take that seat. So, there is an avenue for participation, but we're not actually using it.

Shrinking staff support. This was also raised last year. It's something that we could explore more.

Budget. A long-standing issue. The University Budget and Finance Committee went idle for a while. However, last year, efforts were reinvigorated under the leadership of the chair. So, there is renewed activity there, that's going to continue this year.

Flexwork policy. President Green has requested that senate works on this issue. It will be charged to FSPG once they have elected their chair.

Clinical tenure. We may have limited flexibility with this. Also, some significant changes in state board policy relevant to this are expected to come within the next few months.

Faculty control of APM items. A significant issue to be explored.

Security. Addressed in the next agenda item.

Parking. It's a statewide problem. Not much success.

Multi-year contracts for clinical faculty. This is closely tied in with state board policy.

Faculty input on classroom location. This was raised last year. There were some initial discussions, but we did not actually assign this to a committee, as we ran into some administrative roadblock.

Advising. The proposal from the Advising Committee was not approved by the president last May. Something to revisit.

Childcare. Blaine Eckles came to the senate last year to give a significant overview of what's going on in that area. This was initially a Moscow issue that has now become a statewide issue. We may revisit it.

Grade rollout time. There was no action on that.

Public school calendar. It's not as simple as the Moscow School District aligning their calendar with U of I. It would have to be a decision of all public schools in the state.

Discussion

The health benefit issue may have resolved itself. Premiums for state employees have gone up by 8.8%.

There were no other comments or questions.

Motion to approve the list as is (Barannyk, Thorne).

Discussion on the motion

In response to a question, Tim said that the adopted priorities will be referred to appropriate committees. Some already are with committees. For those that don't have a home, they will talk about establishing ad hoc committees.

Vote: 22 yes; 1 no. Motion carries.

- Ad Hoc Committee on Campus Safety and Security (vote) – Kristin Haltinner, Senate Vice Chair.

Kristin gave a brief review from last week's presentation. The committee's charges include assess security concerns, review security practices at other institutions, liaise with campus security and other university offices to improve and innovate, develop a white paper and/or data driven policy and practice guidelines for the university and employees to improve safety and security on campus.

Discussion

A senator is especially concerned about the safety of staff and instructors against students' threats and aggressions.

The Dean of Students Blaine Eckles said that his office is working on gathering data, which is typically based on reports that come in. There is also a standing threat assessment committee, that meets every two weeks, and as needed when we have an emergency. We met at the beginning of the semester. Dean Eckles is co-chair of that committee along with Steve Mills. They do extensive training on threat assessment and would be happy to come and give an overview of the committee's activities.

Should there be a standing committee for all locations in the state? A senator pointed out that the building on the Idaho Falls campus is owned by Idaho State University. The (formerly known as) Center for Advanced Energy Studies is also owned by Idaho State. This could affect policy changes.

Motion to create the ad hoc Committee on Safety and Security (Tohaneanu, Barannyk).

A senator asked how the committee will be populated. Kristin said they will seek volunteers. A call will go out with the next Talking Points.

Vote: 18 yes; 4 no. Motion passes.

- APM 45.17 Fixed-Price Sponsored Projects
Motion to postpone (Haltinner, Long) to next week.
Vote: 22/22 yes

Adjournment

The meeting was adjourned at 4:54pm

Respectfully Submitted,

Francesca Sammarruca

Secretary of the University Faculty & Secretary to Faculty Senate

University of Idaho
2025 – 2026 Faculty Senate Agenda

Meeting #04

Tuesday, September 9, 2025, at 3:30 pm
Zoom Only

- I. Call to Order
- II. Approval of Minutes (VOTE)
 - Minutes of the 2025-2026 Faculty Senate Meeting #3 (September 2, 2025)
Attach. #1
- III. Chair's Report
- IV. Provost's Report
- V. Invited Guest Presentations
 - Overview of the Outdoor Program – Sandra Townsend, Outdoor and Youth Programs Director, Recreation and Wellbeing, Division of Student Affairs.
Attach. #2
- VI. Committee Voting Items and Reports
 - University Curriculum Committee (VOTE)
 - UCC 163 Change to Admissions Requirement – Steve Shook, Senator from CNR. **Attach. #3**
 - Committee on Committees (VOTE)
 - Faculty Compensation Committee roster – Kristin Haltinner, Chair Committee on Committees. **Attach. #4**
- VII. Other Policy Business
 - Interim Policies in Effect
 - Ad Hoc Committee on Campus Safety and Security (VOTE) – Debb Thorne, CLASS Senator; Kristin Haltinner, CLASS Senator
 - APM 45.17 Fixed-Price Sponsored Projects. **Attach. #5**
 - Priority Setting (VOTE)
- VIII. Other Announcements and Communications

IX. New Concerns or Issues

X. Adjournment

Attachments

- **Attach. #1** Minutes of the 2025-2026 Faculty Senate Meeting #3 (September 2, 2025)
- **Attach. #2** Outdoor Programs Fall Schedule
- **Attach. #3** UCC 163
- **Attach. #4** Faculty Compensation Committee Proposed Roster
- **Attach. #5** APM 45.17

Attach #1

2025 – 2026 Faculty Senate – Pending Approval

Meeting # 3 Approved 9.9.2025

Tuesday, September 2, 2025, 3:30 pm – 5:00 pm
Zoom only

Present: Barannyk, Borrelli, Erickson, Hagen, Haltinner (vice chair), Harrison, Hu, Kenyon, Kolios, Lawrence (provost, w/o vote), Long, Maas, McKenna, Miller, Murphy (chair), Ramirez, Remy, Rinker, Rivera, Roe, Sammarruca (faculty secretary, w/o vote), Shook, Strickland, Thorne, Tohaneanu, Vella, Victoravich

Absent: Kolias

Call to Order. Chair Murphy called the meeting to order at 3:30 pm.

Approval of Minutes (vote)

- Minutes of the 2024-2025 Faculty Senate Meeting #31 (April 22, 2025)
Approved as distributed
- Minutes of the 2025-2026 Faculty Senate Meeting #1 (April 29, 2025)
Approved as distributed. Note: The minutes for Meeting #1 are in Attach. #3 of the binder for the September 2, 2025, Meeting
- Minutes of the 2025-2026 Faculty Senate Meeting #2 (May 6, 2025)
Approved as distributed. Note: The minutes for Meeting #2 are in Attach. #2 of the binder for the September 2, 2025, Meeting

Chair's Report

- Chair Murphy will be in town for the remainder of this week. Please let him know if you would like to meet with him.
- September 19 at 5pm is the deadline for the Student Excellence Award nominations. Visit <https://www.uidaho.edu/alumni/awards>
- October 31 is the deadline for sabbatical applications for the next AY. Note: The date on the Daily Register is incorrectly reported as October 1.
- September 8 is the deadline for applications to the position of Faculty Secretary.
- At the next senate meeting, we will discuss senate priorities. Please submit your feedback through the link which will be provided in the next binder.

Provost's Report

- The **Strategic Plan Investment Grant Program** is a one-time funding opportunity designed to support innovative ideas that deliver a clear and measurable return on investment (ROI) to the university and align with the plan's goals. All U of I employees are eligible to apply. The deadline is October 1. Find more information, including full proposal guidelines and review criteria, on [U of I's strategic plan webpage](#).
- Enrollment report: Enrollment is up (5.8 %) for continuing students but down (0.1 %) for new students, likely due to the decreasing number of international students who received visa interviews and visa approvals. Overall, enrollment is up by 3.8% compared to the same time last year.

- The September Faculty Gathering, hosted by the Provost's Office, will focus on celebrating our colleagues who have recently achieved promotion and/or tenure. It will be held on Wednesday, September 17, 2025, from 4:30-6:30 PM, in the IRIC Building Atrium on the Moscow campus. Please complete this [RSVP Form](#) if you plan to attend.
- Our colleague Stacy Isenbarger's passed away on August 4. The "Stacy Rocks!" memorial will be held Friday, September 5, from 2-6 pm at CAA East. Stacy will be missed and remembered for her many contributions to the university and the arts. Attendants are asked to bring a rock to create an artwork by wrapping in velvet – one of Stacy's favorite mediums.
- The deferred pay system was implemented in Summer 2025 for the first time. Approximately 45% of Academic Year faculty selected to use it. We are grateful to Payroll staff for their hard work to make this possible.

Discussion

A senator requested information on the position of faculty secretary (administrative stipend? Percentage of responsibilities? Summer compensation?). Provost Lawrence and current Secretary Sammarruca provided the requested information. The position is a buy-out equivalent to at least 25% of the faculty's position description. There is no administrative increment. There is no established compensation for service during the summer, but that could be negotiated if significant summer duties were required.

A discussion followed with reference to the morning's State of the University Address by President Green. A senator asked the question – if employees are being encouraged to innovate in areas like research, technology, and budgets – is there an appetite to also innovate in things like campus safety and our relationship with the legislature? (At the State of the Union President Green indicated employees should "keep doing what they are doing" in these areas following a question about how to maintain a sense of inclusion, rigorous academics, and safety in light of recent events. The Provost responded yes, and that incidents on campus are promptly addressed as they come up but those processes could be innovated if needed. Dean of Students Blaine Eckles added that there are regular meetings with Lee Espey the CARE Team, Threat Assessment team, and the security team. A senator said that, if safety issues are or become systemic, we need to respond as an institution, rather than handling individual cases. Promoting awareness among potential targets was brought up as an important step.

Invited Guest Presentations

- Office of Information Technology Update – Teresa Amos, Director, IT Planning and Initiatives.
Teresa reported on OIT summer projects and upgrades done from May through August 2025.
Wireless Network: 267 Access Point Upgrades (LLC & McConnell); eduroam integration with ISU/Idaho Falls Campus & NIC/CdA Campus.
Academic Technology projects include tech upgrade of 17 classrooms and zoom enabled – video in 19 rooms.
Fall training: Adobe, Zoom; classroom tech review; video tutorial for various tools; weekly posting of tech tips.
Security: Enable faculty and staff to have faster and/or automatic access to administer their local computers and install software; Review Multi-factor Authentication exceptions to comply with the new Idaho law that requires all access to use MFA (possibly affected: Dual Credit, PEI); Additional licenses for "1Password password management" software.
Administrative Applications: Argos/Evision Upgrades; MyUI Refresh; Intranet Implementation; decommission webpages.uidaho.edu – individual contributor pages only.
IT Planning and Initiatives: Review of the IT Governance process.

IT Service Desk: To assist in improved customer service, OIT has developed a new IT Service Desk. Beginning August 18th, faculty, students, staff and other constituents can call 208-885-HELP between 8 am - 5 pm PT. Tickets can also be submitted at <https://oit.uidaho.edu>, where other forms of IT help are also available. In parallel with the IT Service Desk, OIT has rolled out Joe VanDroid, a new AI chatbot to help with IT support. Joe VanDroid can be accessed from <https://oit.uidaho.edu>. Next steps include expanding Joe VanDroid to help in areas other than IT.

Others: FY 25 Procurement Finalization – Complete end of fiscal year purchases and fulfill orders; Adobe Licensing – Expand availability of Creative Cloud applications for course work; Provide access to students to Adobe Express using a self-service method

Discussion

Senators had the opportunity to share with Teresa IT issues they are encountering and were pointed to the best path to receive assistance with those.

- **University Communications and Marketing Update**

- Jodi Walker, Executive Director of Communications and Co-Chief Marketing Officer;
- Chad Neilson, Director Web Communications and Operations;
- John Barnhart, Co-chief Marketing Officer

Key points raised by Jodi, Chad, and John:

1. U of I's old website was no longer supported by the vendor or Microsoft and was at significant risk of crashing.
2. U of I's new external website (uidaho.edu) is a marketing website with target audiences of prospective students and donors.
3. The university launched a minimum viable product (MVP) due to several factors, including the need to move off the old site and the goal of being ready for the fall recruitment cycle.
4. UCM is ready to work with stakeholders to make the website better. There is huge potential.
5. All internal business of the university can be (or will be) found on Inside U of I.
6. If anyone comes across areas of improvement, they should first talk with their unit communications strategist. Functional issues (such as incorrect links) can be submitted through a ticket (Request Form - Web & Digital | University of Idaho). Chad Nielson, clnielson@uidaho.edu, Jodi Walker at jwalker@uidaho.edu or John Barnhart, jbarnhart@uidaho.edu are happy to have conversations about how to meet the needs of our target audiences for the external website.

Discussion

Senators expressed concerns that information is hard to find. When will things work again? Why are the faculty bio webpages so poorly formatted and unprofessional? Why was the decision made to exclude emeritus faculty from the new website? Old, memorized URLs to, for example, the class scheduler no longer work. CVs are no longer available on faculty bio webpages. The high-level-only information on the webpages does not distinguish subspecialties of faculty or their college, such as Algebra in the Math Department. The website does not provide prospective students (particularly graduate students) with sufficient information to decide whether they want to attend U of I.

Jodi, Chad, and John emphasized that the website is still a work in progress and that individual concerns can be directed to unit communications strategists or directly to UCM.

New Concerns or Issues

- **Vice Chair Haltinner introduced the idea to form an Ad Hoc Committee on Campus Security.**

Motivation:

- Rise in concerns among faculty
- Rise in recent incidents
- Sense that the concerns are not being taken seriously
- There is no standing committee charged with considering this kind of security

Goals of Committee

1. Complete a survey of faculty, staff, graduate instructors, teaching assistants to assess their security concerns or satisfaction on campus(es)
2. Review security practices at other institutions
3. Liaise with Campus Security and other offices to consider ongoing and emerging efforts/share results of survey/innovate
4. Develop white paper and/or data driven policy and practice guidelines for the university and employees to improve campus security and safety

Chair Murphy requested that the ad hoc committee formation be put on the agenda for the next meeting.

No other new concerns were raised.

Adjournment

The agenda being completed, the meeting was adjourned at 5:03pm

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate



RECREATION & WELLBEING
OUTDOOR PROGRAM

FALL SCHEDULE

OUTDOOR PROGRAM

25

"BEST
WEEKEND
OF MY LIFE"

"THE
TRIP LEADERS
WERE AWESOME!"

"FUN,
EASY,
SO WORTH IT!"



University of Idaho
Recreation and Wellbeing

ABOUT



the OUTDOOR PROGRAM

at the University of Idaho

The University of Idaho Outdoor Program is a non-profit service organization providing the community with education and resources for adventure-based, human-powered, and environmentally sound activities. We promote teamwork, leadership, and growth through outdoor experiences.

FAQ

What services are offered through the Outdoor Program?

Instructional Trips
Cooperative Trips
Rental Equipment
Outdoor Information

Resource Material
Trip Planning Assistance
Equipment Repair
Ski & Snowboard Tuning

How do trips work?

The Outdoor Program adventures fall into one (sometimes two) of the following three categories of trips:



SKILLS-BASED: Trips that teach a specific skill for outdoor adventures - kayak rolling, first-aid and avalanche education, as examples.



EUSTRESS: Trips that encourage positive growth and skill development. Expect a challenge, to deepen your outdoor knowledge and adventure to new terrain.



RESTORATIVE: Trips that encourage taking a break from the everyday hustle and bustle. Expect time for contemplation, discover a new paradigm and just have fun!

How much does it cost?

Cooperative trips are cost sharing. Listed fees are for transportation, instruction, and group gear (if necessary).



How does food and supplies work?

Unless specified, participants supply all their own food and sleeping supplies (ex. sleeping bags, tents, etc.). There are certain trips that include meal planning and purchasing. Required pre-trip meetings are held to work out trip details.

What if I don't have the right equipment or supplies?

Personal equipment can be rented or purchased through the Outdoor Program Rental Center.



What does the "Iconic Idaho Experience"

Big wilderness, scenic rivers, breathtaking mountain lakes, jagged peaks and more. These trips embody places that are iconic Idaho adventures. Do one a year and hit them all by the time you graduate.

How do I participate?

Registration for trips is completed in person at the Outdoor Program office located in the Student Recreation Center (SRC). All sign-ups for **Fall 2025 will open on Wednesday, August 20.**

Registration closes 24 hours before pre-trip. Each program lists details regarding cost, required pre-trip meeting, and trip specifics. Transportation is usually included.

Fees are due to confirm program reservation and are non-refundable. Non-university students may be charged an additional fee, which will be listed in the program information. **Cash or check only!**

Release of liability form, health screening questionnaire, packing list, and course information will be emailed out to participants after sign-up.

Required pre-trip meetings will happen in person or virtually depending on the program. Stop by the Outdoor Program Office or call for additional information.

Some events don't require registration — look for this symbol that indicates the program is a drop-in.



"I loved how involved we were with the trip. I only wish the trip was longer — I didn't want it to end!"



"I loved being immersed in nature and sleeping under the stars. I really liked the sense of teamwork and how everyone was expected to help."

OUTDOOR TRIP



RATING SYSTEM

Spice Measures Motion, Not Just Flavors.

How much physical exertion should I expect on each trip?

*Chili icons listed across this schedule indicate the minimum number of hours of movement you can expect. The spicier the trip, the more movement you can expect!



1-2 Hours



1-4 Hours



> 4 Hours

WHY SHOULD I

GET OUTSIDE?

Nature Boosts Mind, Body, Mood, and More.

There are so many reason **NOT** to go outside: takes too much time, too much money, maybe you don't have the skills, don't know anyone to go with, you're afraid of the unknown, there are bugs, or the weather could be rainy/snowy.

We're here to tell you that there are **FREE** ways to get outside, that don't take lots of time, are here on campus, need no skills or special equipment, we provide the people, minimal (if any) bugs, and all you need is a rain jacket if it's raining out.

Join us for our **Fall Equinox Hike**, part of the University of Idaho's Nature Rx program.

DATE	TIME	LOCATION	COST
Sept. 22	5 p.m.	Meet-up outside the SRC	FREE

What are the health benefits of going outside? There are so many, but here are a few to think about from current research in the field:

Academic: increase focus, increase concentration, better memory recall, better problem solving, better reasoning

Physical: improved eyesight, increased vitamin D

Mental: reduce stress, reduced symptoms of depression, reduced symptoms of anxiety, improved mood/mindset

Social: decrease loneliness, increased/deeper friendships

Creative: increases creativity, joy, inspiration

**FIND YOUR 20 MINUTES EACH DAY
TO GET THE BENEFITS!**



CONTRACT TRIPS

MENU & SIGN-UP INFO

You bring the people, we bring the adventure!

Contract trips are activities where you bring the people, we bring the adventure! We work with all different groups across campus. Don't see something you like below? Reach out with your idea and we will see what we can do!



Teamwork Activities (1-3 hours)

\$8/hour per person

We work with you to facilitate activities that help build the qualities you are looking for in your team including improved communication, empathy, team bonding, problem-solving, and conflict resolution.

Hiking Trip (4-8 hours)

\$20 per person

8-person minimum



Hike to a scenic viewpoint with your group and build memories and adventure on the Palouse. We do the driving and logistics, you just show up and hike! Hikes range from very easy to difficult — your choice!

SUP-per with UIOP (2-4 hours)

\$40 per person, groups of 6-10 people

Dinner included as a part of trip cost



Enjoy a relaxed evening on the water with a stand-up paddleboarding adventure, followed by a shared meal with your group. This experience blends outdoor fun with good food and great company.



Climbing Center Group Reservation (2 hours)

\$120 up to 10 people

\$12/additional person

Climb to new heights with your group in our climbing Center. Use the QR code on the right to fill out a request form and we work with you and your group needs.

**SCAN
TO RESERVE THE
CLIMBING CENTER**



UIDAHO.EDU/OUTDOORPROGRAM

"I think this pushed me outside of something that I would normally do while also challenging what I am capable of. That really made me push my self harder."

CONTRACT TRIPS

MENU & SIGN-UP INFO CONT.

Rafting Day Trip Day Trip | \$110 per person 8-person minimum



Float on the Lower Salmon enjoying class III rapids and sandy beaches. We provide all equipment and transportation. Lunch included for an additional \$10/person.

Rafting Multi-Day Trip Multi-Day Trip | \$250 per person \$110/person for each additional day 8-person minimum



Length: We customize our multiday raft trips to your needs. Our trips can run from two to six days.

Cost: Our base price for a two-day trip is \$250/person with a minimum of eight participants. The cost includes all logistics including leaders, transportation, shuttle, permis, group gear, meals, and sleeping equipment. Additional days are \$110 per person.

RAFTING THE SALMON RIVER SYSTEM

The Salmon is one of the largest free-flowing river systems in the lower 48 states. Originating from Idaho's mountainous wilderness core, the Lower Salmon is roadless and made up of rugged canyons, pristine beaches, and exhilarating class II and IV whitewater rapids. Our groups travel in paddle rafts with oar assist followed by support rafts covering up to 63 miles of remote river corridor, depending on the length of trip.



Registration: Our trips fill up fast, so we recommend contacting us as early as January or February to reserve your spot for Summer and Fall adventures. We'll work with you to meet your goals while staying within your budget. **Full payment is due one week before the trip departs.** We plan and purchase food in advance, tailoring our menus based on the number of participants and any dietary restrictions shared at the time of registration.

"It was a blast and a great way to connect with others."



CONTRACT TRIPS

MENU & SIGN-UP INFO CONT.



MAMBA Trails Trailbuilding (2-4 hours) FREE Groups of 6-22

The perfect way to do teambuilding is to team up to do some trailwork! Help out a local non-profit and build local Moscow Area Mountain Biking Association (MAMBA) trails.

Leave No Trace Workshop (1-2 hours) FREE Unlimited participants

We come to you and do an educational workshop about Leave No Trace for your group to learn how to recreate responsibly in the Pacific Northwest. **Only available on weeknights.**



MAMBA (Moscow Area Mountain Bike Association) Trails



Nearly all of MAMBA's trails are located on private lands. We have access to these trails because of the generosity of the landowners, and because we act as good stewards of that land. Please help us to continue that model so that generations to come can enjoy riding, hiking and recreating on Moscow Mountain.

Moscow Mountain Rules to Remember

- Respect Private Land
- No Motorized Access On Trails, or Behind Gates
- No Fires
- Respect Closures
- Be Kind, Curteous and Respectful



**DOWNLOAD
THE TRAILFORKS
APP
FOR FULL MAP**



"I will tell people how engaging the trip was and how supportive the trip leaders were."

“These trips helped me realize the importance of self motivation”

INTRO to OUTDOORS

Vandal Welcome Raft

Lower Salmon, Idaho



Enjoy a whitewater rafting trip on the Salmon River to kick off the school year. Includes equipment and transportation.

COST

Students | \$85
All Others | \$100

DATES

Pre-Trip | Aug. 28 at 5:30 p.m.
Trip | Aug. 30

Tour of the Palouse

Spring Valley (and more!), Idaho



Grab breakfast at the farmer's market, stand-up paddle board at Spring Valley, Lunch at the Pie Safe, hike on Moscow Mountain and visit the Latah Fair — all in one day!

COST

Students | \$65
All Others | \$85
*Food cost not included

DATES

Pre-Trip | Sept. 12 at 5:30 p.m.
Trip | Sept. 13

ANNUAL OUTDOOR EQUIPMENT SALE & SWAP
THURSDAY, NOV. 6 | 6 - 8 P.M.
@ the Student Rec Center

ADMISSION
Limited entry - First come, first served.
\$10 to sell your own gear (not applicable to 12 and under)
\$5 per person from 6 - 6:30 p.m.
\$1 per person from 6:30 - 7 p.m.
Free from 7 - 8 p.m.
U of I students and children under 12 FREE

University of Idaho
Recreation and Wellness

OUTDOOR PROGRAM

All proceeds go to the Vandal Ski Team.



OUTDOOR WORKSHOPS

2-hour **FREE** workshops on campus to help strengthen your outdoor skills!

Outdoor Photography Workshop



Student Rec Center Classroom

Learn how to take epic photos outside with your phone or camera. Cost is free but you must bring your own camera and/or phone camera.

COST
FREE

DATE
Sept. 18

TIME
5 - 7 p.m.

Fall Equinox Hike



Meet-up at the Student Rec Center

Join us on a walk around the arboretum to learn about the plants in the fall and enjoy some hot drinks. (BYOM-bring your own mug!)

COST
FREE

DATE
Sept. 22

TIME
5 - 7 p.m.

Outdoor First Aid Clinic



Student Rec Center Classroom

Learn more about the WFR (Wilderness First Responder) course taught in January and how to build a split on an arm.

COST
FREE

DATE
Oct. 15

TIME
6 - 7 p.m.



WILDERNESS FIRST RESPONDER HYBRID COURSE

WILDERNESS MEDICINE
BASIC LIFE SUPPORT SKILLS
CPR CERTIFICATION

FULL COURSE: JAN. 5 - 9 | \$780
REFRESHER: JAN. 8 - 9 | \$380
REGISTRATION DUE: DEC. 5

To register, visit the Outdoor Program Office
or for more information, visit uidaho.edu/outdoorprograms



"This made me understand I can do more than I truly knew about my self."

SPECIAL

EVENTS

Annual Outdoor Equipment Sale & Swap



Multi-activity court inside Student Rec Center

COST

Sellers | \$20

Entry from 6 - 6:30 p.m. | \$5

Entry from 6:30 - 7 p.m. | \$1

Entry from 7-8 p.m. | FREE

CURRENT UI STUDENTS &
CHILDREN 12 OR UNDER | FREE

DATE

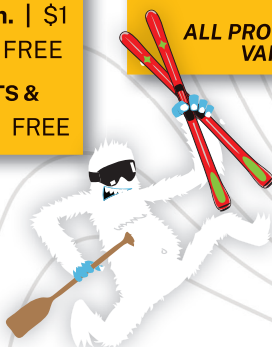
Nov. 6

TIME

6-8 p.m.

SELLER SET UP STARTS AT 5 P.M.

ALL PROCEEDS SUPPORT THE
VANDAL SKI TEAM.



Wilderness First Responder Hybrid Course



Student Rec Center Classroom

Taught by Desert Mountain Medicine.

FULL COURSE

Cost | \$780

Dates | Jan. 5-9

*Registration closes Dec. 5, 2025.

REFRESHER COURSE

Cost | \$380

Dates | Jan. 8-9

*Registration closes Dec. 5, 2025.

MONSTER MATCH

CLIMBING COMPETITION

OCTOBER 31, 2025

7-9 P.M.

U OF I CLIMBING CENTER

"I think it was good to be responsible for myself. My experience depended on me and my abilities and attitude towards everything."



HIKE & BIKE

Intro to Backpacking

Selway River, Idaho



Join us to learn some of the basic skills needed to know to go on your own backpacking adventures! Equipment, transportation and instruction are included.

COST

Students | \$65
All Others | \$85

DATES

Pre-Trip | Sept. 10 at 5:30 p.m.
Trip | Sept. 13-14

Women's-Led Backpacking to Hotspots

Stanley Hot Springs, Idaho



Women's-led trips are open to all!

Join us to learn some of the basic skills needed to know to go on your own backpacking adventures! Enjoy camping near remote hotspots in this unique outdoor experience! Equipment, transportation and instruction are included.

COST

Students | \$65
All Others | \$85

DATES

Pre-Trip | Sept. 17 at 6 p.m.
Trip | Sept. 20-21

Advanced Backpacking

Mallard-Larkins, Idaho



Join us with the Great Burn Conservation Alliance in restoration work at Heart Lake on this four-day backpacking trip.

COST

Students | \$85
All Others | \$105

DATES

Pre-Trip | Sept. 22 at 5:30 p.m.
Trip | Sept. 25-28

"I would tell anyone interested how beautiful the basin was. I would also tell them that UIOP has many trips people can go on even without experience."



"I learned that biking long distances is possible and that it is not too hard to just go bikepacking which was a lot of fun!"

HIKE & BIKE

Bikepacking to Hotsprings

Payette Forest, Idaho



Join us to learn everything you need to know to go on your own bikepacking adventures! You must have your own mountain bike and safety gear (helmet and lights). Bike and camp near a hotspring!

COST

Students | \$75

All Others | \$90

DATES

Pre-Trip | Sept. 16 at 5:30 p.m.

Trip | Sept. 20-21

Fall Backpacking

Rapid River, Idaho



Explore a dramatic canyon along the pristine waters of Rapid River. You'll encounter old homesteads and breathtaking views.

COST

Students | \$65

All Others | \$85

DATES

Pre-Trip | Sept. 30 at 5:30 p.m.

Trip | Oct. 4-5

Utah Backpacking

Grand Staircase — Escalante, Utah



Have a Fall break you'll never forget and discover the maze of red sandstone canyons that winds through southern Utah. This trip is designed for individuals of any skill level.

COST

Students | \$275

All Others | \$350

DATES

Pre-Trip | Nov. 18 at 5:30 p.m.

Trip | Nov. 23-29



WATER

Open Kayak Pool Sessions

UI Swim Center



This is a chance for kayakers of all experience levels to work on skills in the safety of the pool. Includes equipment.

COST

Students | \$10

All Others | \$10

DATES

Sept. 10

Sept. 17

Sept. 24

TIMES

7-9 p.m.

7-9 p.m.

7-9 p.m.

Kayak Touring

Priest Lake, Idaho



Enjoy an overnight flatwater kayaking adventure to one of the most scenic lakes in Idaho.

COST

Students | \$120

All Others | \$160

DATES

Pre-Trip | Sept. 9 at 5:30 p.m.

Trip | Sept. 13-14

CLIMB

Climbing Center Hours

*Hours subject to change during holidays, academic breaks and special events.

*Must have a valid Vandal Card and basics clinic OR completed U of I Climbing Center skills assesment.

CLIMBING CENTER

Monday-Friday | Noon-9 p.m.

Saturday-Sunday | Noon-7 p.m.

YOUTH CLIMBING

Monday-Friday | 1-6 p.m.

Saturday-Sunday | Noon-7 p.m.

"The students that work there are EXCELLENT and the trips are always worth while!"



CLIMB

Climbing Basics Clinics

***All guests MUST have a completed basics clinic or completed skills assesment on file with U of I climbing center staff — one-time requirement for all.**

The basics clinic consists of learning how to tie the figure 8 follow through knot, belay using a manual braking belay device and cover proper communications between climbers and belayers.

COST

Students | \$12
All Others | \$15

WHEN?

6-8 p.m. | Mon., Tues., Thurs., & Fri.
during academic year.

Free Rental Fridays

U of I Climbing Center

DATES

Aug. 29
Sept. 26
Oct. 31
Nov. 21
Dec. 19

Vandal Free Climb

U of I Climbing Center

***Open to current U of I Students only**

First week of school basics clinics include shoe/harness rentals and are **FREE** (first come, first serve) for current U of I Students.

COST
FREE

DATES	TIME
Aug. 25 -29	6-8 p.m.

Intro to Lead Climbing Clinics

U of I Climbing Center

A clinic to get you prepared for using your own rope! Review skills, how to use quickdraws, lead belaying with a braking device, catching & taking falls safely and safe communication.

COST
Students | \$12
All Others | \$15

DATES

Sept. 3
Oct. 1
Nov. 5
Dec. 3

TIME
6-8 p.m.



CLIMB

Monster Match Setting Party

U of I Climbing Center

Learn how to set climbing routes from our awesome climbing staff!

***Must have a completed climbing basics clinic on file.**

COST
FREE

DATE
Oct. 30

TIME
6-10 p.m.

Monster Match Climbing Competition

U of I Climbing Center

Frighteningly fun climbing and costume competition.

COST
\$20
SWAG included!

DATE
Oct. 31

TIME
7-9 p.m.

Mini Monster Match Climbing Competition

U of I Climbing Center

Frighteningly fun climbing comp for kids under 12 years old. Climbers work with their guardian to fill out the Halloween bingo card while the climber makes their way around the gym. Those who fill out the card get a treat.

COST
\$5
SWAG included!

DATE
Oct. 31

TIME
6-7 p.m.

Aerial Arts Clinics

U of I Climbing Center

Come for a basic introduction to the craft and art of aerial dance including silks, lyra and sling techniques.

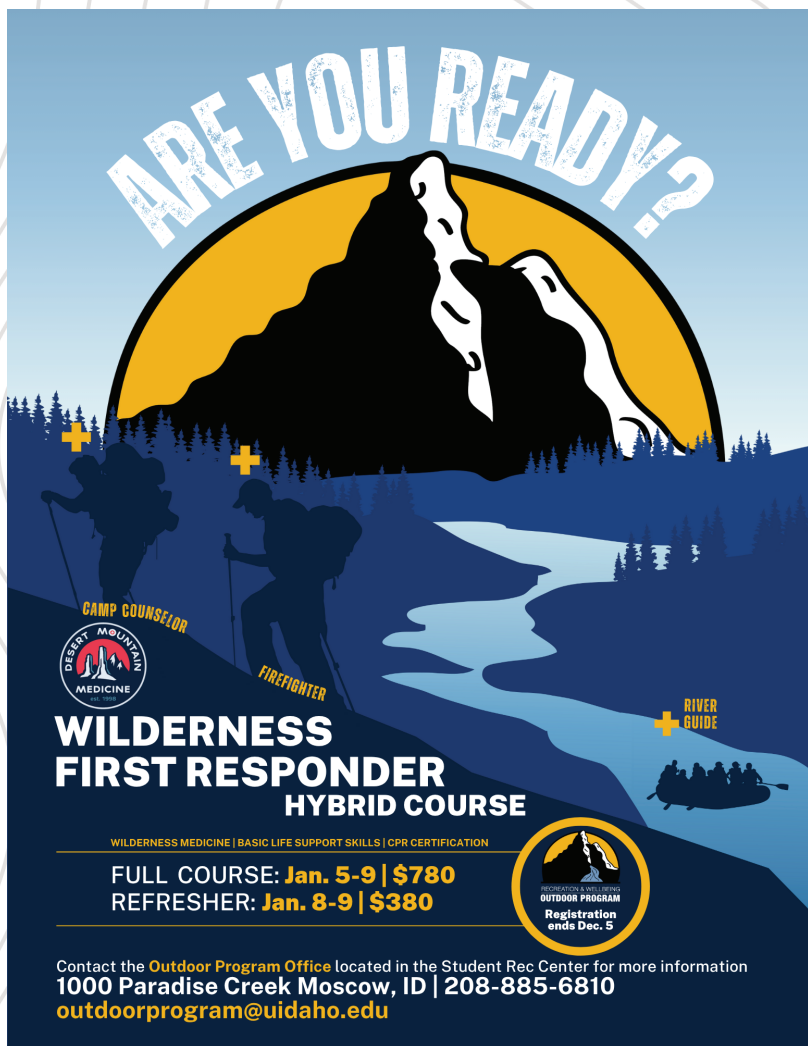
COST
\$10

DATES
Sept. 24
Oct. 22
Nov. 19

TIME
6-8 p.m.



ARE YOU READY?



**WILDERNESS
FIRST RESPONDER
HYBRID COURSE**

WILDERNESS MEDICINE | BASIC LIFE SUPPORT SKILLS | CPR CERTIFICATION

FULL COURSE: **Jan. 5-9 | \$780**
REFRESHER: **Jan. 8-9 | \$380**

DESSERT MOUNTAIN MEDICINE
FIREFIGHTER
RIVER GUIDE

RECREATION & OUTDOOR PROGRAM
Registration ends Dec. 5

Contact the **Outdoor Program Office** located in the Student Rec Center for more information
1000 Paradise Creek Moscow, ID | 208-885-6810
outdoorprogram@uidaho.edu

Get in TOUCH!

Outdoor Program Office: (208) 885-6810 | 9 a.m. - 5 p.m.

Rental Center: (208) 885-6170 | 10 a.m. - 6 p.m.

uidaho.edu/outdoorprogram | outdoorprogram@uidaho.edu



@UI_OutdoorProgram
#VentureLikeAVandal



163: CHANGE TO ADMISSION REQUIREMENTS

In Workflow

1. Registrar's Office (none)
2. Ready for UCC (none)
3. UCC (none)
4. Post-UCC Registrar (none)
5. Faculty Senate Chair (stoutm@uidaho.edu; cari@uidaho.edu; ginat@uidaho.edu; sandeschlueter@uidaho.edu)
6. Provost Q 1 (stoutm@uidaho.edu; gwen@uidaho.edu; sandeschlueter@uidaho.edu)
7. Catalog Update (catalog@uidaho.edu)

Approval Path

1. Tue, 15 Apr 2025 23:06:55 GMT
Sydney Beal-Coles (sbeal): Approved for Registrar's Office
2. Tue, 15 Apr 2025 23:07:05 GMT
Sydney Beal-Coles (sbeal): Approved for Ready for UCC
3. Wed, 23 Apr 2025 15:20:26 GMT
Sydney Beal-Coles (sbeal): Approved for UCC
4. Mon, 28 Apr 2025 23:13:01 GMT
Sydney Beal-Coles (sbeal): Approved for Post-UCC Registrar

New Proposal

Date Submitted: Thu, 10 Apr 2025 21:16:25 GMT

Viewing: Change to Admission Requirements

Last edit: Tue, 22 Apr 2025 18:14:58 GMT

Changes proposed by: Erin James

Faculty Contact

Faculty Name	Faculty Email
Erin	James

Request Type

Add/Drop/Change an academic regulation

Effective Catalog Year

2026-2027

Title

Change to Admission Requirements

Request Details

In order to eliminate a double standard in admissions requirements for students with high school GPAs below 2.6, we propose the following modification to admission standards:

Current admissions standards:

New first-year students entering in Summer 2025 or Fall 2025 with a cumulative unweighted GPA of 3.00 or higher are eligible for admission regardless of test scores. Applicants who are Idaho residents achieving scores of 3 or higher on both the ISAT Math and Literacy tests are eligible for admission regardless of GPA. New first-year applicants with a cumulative GPA between 2.60-2.99 must submit ACT or SAT test scores and meet the minimums listed below. Those who have cumulative GPAs of 2.30-2.59 will be admitted through the Vandal Gateway Program regardless of test scores. Students with GPAs below 2.30 may appeal through the Admissions Committee.

Revised admissions standards:

New first-year students entering in Summer 2026 or Fall 2026 with a cumulative unweighted GPA of 3.00 or higher are eligible for admission regardless of test scores. Applicants who are Idaho residents achieving scores of 3 or higher on both the ISAT Math and Literacy tests are eligible for admission regardless of GPA. New first-year applicants with a cumulative GPA between 2.60-2.99 must submit ACT or SAT test scores and meet the minimums listed below or be admitted through the Vandal Gateway Program. Those who have cumulative GPAs of 2.30-2.59 will be admitted through the Vandal Gateway Program regardless of test scores. Students with GPAs below 2.30 may appeal through the Admissions Committee to be admitted directly to the university or to the Vandal Gateway Program. Students who have been admitted to the Vandal Gateway Program may appeal to the Admissions Committee to be directly admitted to the university.

Reviewer Comments

Sydney Beal-Coles (sbeal) (Tue, 22 Apr 2025 18:14:58 GMT): The final sentence was revised per the UCC 4/21/25 meeting.

Key: 163

Attach #4

FCC Roster

Carolina Manrique	Art and Architecure	Boise	*
Leticia Ribeiro	At Large	Moscow	*
Lide Chen	CALS	Twin Falls	*
Dale Graden	CLASS	Moscow	*
Kenneth Wallen	CNR		*
Corey McKenna	EHHS	CdA	*
Bob Borreli	Engineering	Idaho Falls	*
Brenda Bauges	Law	Boise	* (Chair?)
Benjamin Ridenhour	Science	Moscow	*



POLICY COVER SHEET

For instructions on policy creation and change, please see
<https://www.uidaho.edu/governance/policy>

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

☐ Addition ☐ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

☐ Addition ☒ Revision* ☐ Deletion* ☐ Interim ☐ Minor Amendment

Policy Number & Title: **APM 45.17 FIXED-PRICE SPONSORED PROJECTS**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator: Arch Harner

Policy sponsor, if different from originator: Chris Nomura

Reviewed by General Counsel: ☒ Yes ☐ No Name & Date: Manisha Wilson, 8/29/25

Comprehensive review? ☐ Yes ☒ No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

The purpose of this change is to modify the section that restricts the university from having a residual fund balance greater than 10% of the total sponsored project price. By removing this restriction, the university can price fixed-price sponsored projects, when allowed by the sponsor, at a level the sponsor deems valuable. This may result in a residual balance exceeding 10%. If the sponsor is satisfied with the agreed-upon price, the university should be able to receive that amount, even if it leads to a residual balance greater than 10%. The changes to this APM are intended to align with a new approach of value-based pricing that would increase residuals while pricing at a level satisfactory to the sponsor.

2. Fiscal Impact: What fiscal impact, if any, will this change have?

The revised policy is expected to have no immediate, negative fiscal impact. However, it could result in a positive impact in the form of increase residuals.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

This change may impact related procedures on Effort Reporting (APM 45.09) and compliance with federal regulations such as 2 CFR 200 Subpart E – Cost Principles and 2 CFR 200 Subpart F – Audit Requirements.

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

45.17 Fixed-Price Sponsored Projects

A. Purpose. This document states University policy on, and provides associated procedures for, the actions to be taken upon the completion of externally funded fixed-price sponsored projects, especially when such sponsored projects are concluded with a residual cash balance.

B. Scope. This policy applies to all fixed-price sponsored projects, except for federal and federal flow-through fixed-price awards and subawards. These are awarded under the Federal Acquisition Regulation, and their administration is governed by those regulations.~~This policy applies to all fixed-price sponsored projects.~~

C. Definitions

C-1. Fixed-price sponsored project. A fixed-price sponsored project (also known as a firm-fixed-price, firm-price, fixed-price contract/grant) requires a recipient to perform the work necessary to produce deliverables (i.e., services or property) as specified in the agreement for an established dollar amount and, usually, within a defined time frame. Under such an agreement, the funding is not subject to adjustment on the basis of the recipient's actual expenditures in performing the sponsored project. Payment for performance of the sponsored project remains constant despite the actual costs associated with the work required to fulfill the terms of the agreement, including any overages or underages.

C-2. Residual funds. Residual funds are the monies remaining at the completion of a fixed-price sponsored project after all costs incurred in performing the work and fulfilling the deliverables in the agreement have been paid and all payments have been received.

~~**C-3. Significant residual fund balance (or significant balance).** A significant residual fund balance is defined by the University as residual funds equal to or greater than 10% of the total sponsored project price.~~

D. Policy

D-1. When to use a fixed-price agreement. A fixed-price agreement mechanism offers benefits to both project sponsors and Principal Investigators (PIs). Because the final cost of a product or service provided under a fixed-price sponsored project is established and accepted prior to the performance of the sponsored project, a project sponsor is relieved of the risk that its cost for the deliverable(s) identified in the agreement may exceed its expectations and budget. PIs, as recipients of a fixed-price sponsored project, perform under a minimal administrative burden, which is delimited primarily by the periodic reporting on progress toward any defined benchmarks. In most circumstances if the costs incurred to complete the project are less than the price paid by the sponsor for the performance of the agreement, the recipient institution retains the difference. In cases where a sponsor imposes a restriction on residual funds, the University will be obligated to comply with the terms and conditions in the fixed-price agreement

D-2. Considerations for all fixed-price sponsored projects

a. Compensation. The University must ensure that it is properly compensated for all allowable direct and indirect costs incurred under a fixed-price agreement, ~~but due to the University's status as a non-profit entity it should also avoid generating a residual balance.~~ The University should also consider the appearance of having an unfair competitive advantage over for-profit businesses in determining pricing for fixed-price agreements. Entering into a fixed-price

~~agreement for deliverables intended for the direct benefit or use of the sponsor may also make the University appear to have an unfair competitive advantage over for-profit businesses providing the same or a similar product or service at a higher cost.~~

b. Unrelated Business Income Tax (UBIT) review. If the University receives funds for work that is regularly undertaken for the benefit of a sponsor and that is not consistent with the research, education, other sponsored activity, instruction, or public service mission of the University as a non-profit institution, the Internal Revenue Service may declare these funds to be unrelated trade or business income and therefore subject to unrelated business income tax. The Office of Sponsored Programs (OSP) shall consult with Business and Accounting Services regarding any agreement that has UBIT potential.

c. Federal requirements. The University must ensure observance of the terms and conditions of the sponsored projects; consistently apply established cost principles and accounting standards; and fulfill its obligations under federal and state compliance and audit regulations. 2 CFR Part 200 Subpart E – Cost Principles and 2 CFR Part 200 Subpart F – Audit Requirements. Among the laws that inform University contracting policy is the Anti-Kickback Act of 1986. Consistent with this statute, the University prohibits any employee from soliciting, accepting, or attempting to accept a kickback—money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, for the purpose of improperly obtaining or rewarding favorable treatment in relation to a sponsored project involving federal funds. See Anti-Kickback Act of 1986.

Compensation principles established by the federal government require that salary on sponsored programs be expressed in relation to the entirety of an individual's professional effort. 2 CFR 200.430. The University demonstrates its conformance to these compensation principles, ensuring that compensation for sponsored programs accurately reflects the effort expended, by requiring the periodic verification of effort for all non-temporary help employees with salary directly charged or cost shared to externally funded sponsored programs. See APM 45.09 Effort Reporting. The University, therefore, requires that faculty or staff report effort on a fixed-price sponsored project when they have salary charged or committed as cost sharing to it. If no salary is charged or cost shared to the fixed-price sponsored project, the effort put toward the performance the sponsored project is part of the total activities in which an employee has engaged in (and is compensated for) as part of their university appointment.

d. Tracking of expenditures. The University must document project expenditures under a fixed-price sponsored project in order to show that sponsor funds have been used as specified by the agreement and that costs are fully and properly expensed. If unable to adequately demonstrate during the course of an audit that sponsor funds were used in the manner allowed by the agreement and applicable policies and regulations, project costs may be disallowed and the University required to return them to the sponsor. ~~Repeated audit findings related to fixed-price sponsored projects may compromise the ability of the University to enter into these agreements with state and federal agencies.~~

E. Procedure

E-1. Pre-award review and approval. All sponsored project proposals, including proposals for fixed-price sponsored projects, must be presented by the Principal Investigator to the Office of Sponsored Programs for review of the proposal materials,

terms and conditions, and assessment of the proposed project budget and scope of work prior to submission to the sponsor. The project budget should take into account all direct and indirect costs associated with the performance of the project and should include sufficient detail to make accurate accounting practicable. The agreement must be approved and signed by the individual with signature authority for such documents.

E-2. Closeout of fixed-price agreements. Upon completion of the work to be performed under a fixed-price contract/grant, the PI must provide the following information to the Office of Sponsored Programs:

- Substantiation that all work required under the contract/grant has been completed
- Confirmation that no outstanding expense items remain open or in question with the sponsor and that all allocable and allowable costs have been charged to the project funding
- Certification that all required deliverables and reports have been provided to and accepted by the sponsor

The final account balance will be determined only after the final payment from the sponsor has been received, all salaries and outstanding invoices have been paid, and all [F&A indirect](#) costs have been recovered by the University.

E-3. Contract/grant closeout with residual funds. In the event that the PI completes the required work for less than the agreement price, the PI may request that the project account be closed and the residual funds be distributed to the college or nonacademic unit in which the PI is a member. These residual funds are considered deferred revenue of the University, and [F&A indirect](#) costs and unrelated business income tax (if applicable) will be assessed against them prior to their distribution. The sponsored project account will be closed only after the transfer of the residual funds. A unit receiving such funds may use them for any permissible use in support of the research, education, or public service missions of the University.

~~If there is significant residual fund balance at the completion of work for the sponsored project (i.e., an amount greater than or equal to 10% of the sponsored project price), the PI must provide a written explanation for the substantial discrepancy between the expenses needed to perform the sponsored project and the costing that led to the sponsored project price. This explanation should be supplied by the PI to the Office of Sponsored Programs, which will use it along with the information that the PI is required to provide upon closeout of the agreement (section E-2) as the basis for an audit of the project. Residual funds will be distributed to the college or non-academic unit of the PI upon the satisfactory conclusion of the audit and per the distribution allocation as approved of the Vice President for Research or their designee.~~