

## California General Guidelines for Lottery Proposals

### *The California State Lottery Act of 1984 states:*

... all funds allocated from the California State Lottery Education Fund shall be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing of research or any other non-instructional purpose.

1. The activity funded must represent a bonafide educational experience for students, or result in the development of materials to be used with students, or lead to the development of a program or course.
2. Lottery funds may not be used to pay faculty salaries for classroom instruction.
3. Lottery funds may not be used to finance increases in the rate of compensation paid to existing staff; thus, stipends and honoraria are not permissible.
4. Lottery funds may not be used to finance faculty overloads. However, existing faculty may work a summer period under a personal services contract.
5. Expenditure of any funds, including lottery funds, which are used for faculty development activities, must be in accordance with the collective bargaining agreement, which includes a specific list of development activities.
6. Lottery funds should be used to augment and supplement state-funded budget programs so that lottery revenue is not used to replace current or prospective state funding.
7. Lottery fund may be used to pay for part-time instructors when such instructors are hired as replacement faculty for faculty members working for a CSU lottery designated program.

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### CFA-Approved Professional Development Activities

#### *Article 25.1 defines professional development opportunities to include the following:*

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| a. a fee waiver program;   | g. administrative intern programs  |
| b. sabbatical leaves;  | h. reduction in assigned Weighted Units or other work responsibilities to pursue scholarly activities, training or retraining of benefit to the CSU; |
| c. difference in pay leaves;   | i. specialized work schedule to pursue scholarly activities, training or retraining of benefit to the CSU; and                                       |
| d. professional leaves without pay;  | j. assignment to reduced teaching load pursuant to Article 20, Assignment of Responsibility, Workload, and Schedules, of this Agreement              |
| e. short-term absence with pay for approved conferences, workshops, and other professional meetings; |  |
| f. faculty exchange programs within and outside the CSU;   |  |

## CSU San Marcos General Guidelines for Lottery Proposals

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### **Eligibility:**

- Staff and tenure-track faculty at CSUSM are eligible to apply for lottery funds.
- Normally, funds used to offset faculty personal service contracts and/or travel should not exceed 20% of the total proposed budget. In those cases where funds requested do exceed this amount, a compelling justification must be part of the formal proposal.
- Faculty or staff on 12-month contracts cannot receive additional funds through Lottery proposals.

### **Lottery proposals will be evaluated using the following criteria:**

- demonstration that the proposed project supports student education at CSUSM and furtherance of the CSUSM Mission Statement
- demonstration that proposed activities meet an unfulfilled need
- demonstration that specified timelines and budget are appropriate for achieving project goals plan for assessment of project includes a set of assessable outcomes derived from the specified learning objectives
- evidence of participation and/or consultation for those projects, which are collaborative in nature. For example, in those instances when proposed activities involve participants from other disciplines, divisions, colleges, or other cost centers, proposals should include letters of support or should be submitted as a co-authored; joint application.

### **Preference will be given to projects, which can demonstrate one or more of the following (unranked):**

- Evidence that the proposed project or set of activities is designed as a pilot, the refinement or success of which would lead to a request for external support through application for external grants, fellowships, or community partnerships. (Please note: In such instances, the proposal should indicate why or how the project or set of activities would have the potential of receiving external support.)
- Evidence that the proposal requests "one-time only" expenditures for new or replaced instructional equipment/supplies.
- Evidence that the proposed project or set of activities is designed to be innovative in development and/or implementation. This may include the development of interdisciplinary instruction, the development and proposed use of mediated instructional pedagogies or the introduction of new and substantially different types of content delivery. (Note: Normally funds will not be allocated for proposed development or changes to a single course unless a careful case is made for the complicated and time consuming nature of such development).
- Evidence that the proposed project or set of activities has a clear end point not to exceed three years or that one or more cost centers can be expected to assume and institutionalize the project or set of activities. In the case of the latter, evidence in the form of letters of agreement or intent from the future cost center expected to finance ongoing activities must accompany the proposal.