

ACADEMIC ENHANCEMENT FEE

Academic Affairs

What is the Academic Enhancement Fee?

These funds are generated from a fee collected from the students (\$30 per credit hour). These funds are **temporary** dollars allocated for one fiscal year at a time for **one-time** funding requests. If you are awarded these funds in a fiscal year and unable to spend these for the approved initiative, please contact the Office of the Provost to arrange for a return the unused dollars for future allocations

Guidelines for AEF Expenditures Academic Enhancement Fee-AEF

Academic Enhancement Fee (AEF) funds can be used for instructional equipment, technology for course instruction, furniture for students, or facility initiatives that will **directly** benefit the academic experience for students. This fund is reserved for **temporary (one-time)** requests so ongoing personnel needs, software with annual expenses, or faculty computers are not appropriate and will not be considered/approved. Facility projects must be for spaces that are highly utilized by students. Colleges will ensure all requests from schools/departments include a rationale that provides the number of courses/students that will be directly impacted by these enhancement funds. Colleges will complete an accountability report at the end of the academic year that will summarize how funds will be used. If the Office of the Provost determines that AEF funds were used for projects/initiatives that do not meet AEF guidelines, future allocations will be reduced. Please reach out to the Office of the Provost in advance if there are questions about the appropriate use of these funds.

AEF - Type of Requests

Facilities, Technology/Student Use, Equipment, Furniture. AEF should not be used for personnel or items with annual expenses.

AEF Processes

All AEF expenses must have a project ID associated with that expense. Colleges can determine if they want their Dept/Schools to submit the project ID request and process vouchers against the project ID.

Each College will need to submit a request for access to submit vouchers comp_col_requests@ilstu.edu. The College will need to update their request as staff changes occur.

When college AEF projects have been identified, the College/Dept/School will need to request a project ID request [Colleague Project Request - Formstack](#). In this form, you will need to indicate the ULID and role for individuals that will need access to this project in Colleague. Your Dept/Lead should indicate the College Budget Manager in each Project ID request. If the

individual is given access to the Project ID, they will be able to run reports on that project ID to obtain details of charges and available budget.

When you need project updates, you will email ColleagueProjects@ilstu.edu.

Important: AEF expenditures cannot be submitted through JP Morgan or Office Max.

Facilities Planning project: you will transfer the dollars to Facilities Planning as you have in the past. They will run the project through TMA and request the project be built via the Formstack at that point. If you need people in your department to have access to these projects, please note that when you send it over to Facilities Planning so they can add the names to the Formstack appropriately.

Facilities Management or any other purchase/project that is using AEF funds, your department will request the project to be built as soon as possible. Comptroller's will then assign the project number according to the naming convention for AEF and send it back to those individuals on the Formstack. Please make sure you fill out the Formstack completely so the comptrollers can get the project built without any issues.

Cost Shares and Split Funds: If the project started on AEF funds, those funds must be depleted first, then the comptrollers can adjust the project accordingly to change account parameters to GR funds or other funding sources. If the project started on non-AEF funds and funds are depleted, the comptrollers can adjust the project accordingly to change account parameters to AEF funds.

AEF Accountability Report

All AEF Accountability reports will be submitted **one-time annually** in June. Colleges must ensure all AEF expenditures follow AEF Guidelines. If the Office of the Provost determines funds were used for projects/initiatives that do not meet AEF guidelines, future allocations may be reduced. Please reach out to the Office of the Provost in advance if there are questions about appropriate use of these funds.