

#### ACE Guidelines and Deadlines:

- All ACE requests must be faculty sponsored and submitted using ACE issued forms and received by the posted deadlines;
- Call for applications is issued in fall and spring semesters via the faculty listserv and available on the ACE webpage;
- Deadlines :
  - Fall applications due: April 15<sup>th</sup>
  - Spring applications due: November 15<sup>th</sup>
- Faculty should know all applications are reviewed by the ACE Committee with decisions typically made within 3 weeks after deadline;
- Funding requests should be limited to a maximum of \$1000.00 per faculty;
- Honorarium requests have typically ranged between \$300 - \$500 per speaker
- Collaborative events count toward maximum faculty limits;
- All funding requests should follow the mission and intent of ACE. Wagner College employees are not eligible for honorarium. Honorarium is paid directly to speakers on or after date of event with proper execution of mandatory forms (ACE contract, I-9 and event set-up).
- All ACE events must be shown in the Campus Calendar (via Astra request system)
- Faculty may now request funding for refreshments for an ACE qualified event. All receipts must be submitted within 2 weeks of event to the committee in order to process reimbursement up to the granted amount.