

**Errata Memorandum of Understanding #3  
Addenda to the 2021- 2024 Collective Bargaining Agreement between  
Portland State University (University)  
and the Portland State University Chapter  
of the American Association of University Professors (Association)  
October 7, 2021**

Subject: Correction of LOA #2 in the 2021-24 CBA

The parties acknowledge errors were discovered in the final 2021-2024 CBA after publication and agree to the following replacement language:

**1. Letter of Agreement- LOA # 2 page 122 lines 1-28:**

**RESEARCH BRIDGE FUNDING PILOT PROGRAM**

The University and the Association share interests in stability for employees, retaining high quality research faculty and staff, and maintaining productive research programs. Tenure-related and non-tenure track research faculty occasionally experience breaks in external funding, which can result in loss of employment to personnel critical to the continuation of their research programs and the University. Access to short-term bridge funding assists such faculty members in maintaining adequate levels of staffing so they can work to secure new funding and thus maintain their research program.

The University will establish a Research Bridge Fund of \$70,000 each year for fiscal years 2021 and 2022. Monies remaining from the balance of the Faculty Travel Awards Account will be used to cover the costs of the bridge funding. These funds are to be used, at the discretion of the Vice President of Research and Graduate Studies, to support continued employment of non-tenure track research faculty and staff who would be terminated or experience a significant loss of FTE without such funding. If all of the monies in the Research Bridge Fund are not spent at the end of fiscal year 2021, these monies may carry over to fund the allocation for fiscal year 2022.

The Vice President for Research and Graduate Studies will provide faculty the opportunity to apply to the program each quarter using the criteria previously established in collaboration with the Research Bridge Fund Advisory Committee as part of the extension of the pilot program. The Vice President for Research and Graduate Studies retains the right to alter the administration of the program as long as the focus and intent of the program does not change. Prior to any changes to the program that change eligibility or accessibility criteria, the VP-RGS will meet and discuss those proposed changes with PSU-AAUP and will allow PSU-AAUP to provide feedback about the proposed changes. PSU-AAUP will be informed of any alteration of the program.

At the end of fiscal year 2022, the Office of Research and Graduate Studies will prepare a report regarding use and operation of the Research Bridge Fund and shall provide the report to the Association.

**ERRATA MEMORANDUM OF UNDERSTANDING #3- LOA 2**  
**Addenda to 2021-2024 AAUP Collective Bargaining Agreement**  
**October 7, 2021**  
**Page 2 of 6**

*Is replaced with*

**LOA #2- Research Bridge Funding Pilot Project**

The University and the Association share interests in stability for employees, retaining high quality research faculty and staff, and maintaining productive research programs. Tenure-related and non-tenure track research faculty occasionally experience breaks in external funding, which can result in loss of employment to personnel critical to the continuation of their research programs and the University. Access to short-term bridge funding assists such faculty members in maintaining adequate levels of staffing so they can work to secure new funding and thus maintain their research program .

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At the end of fiscal year 2022, the Office of Research and Graduate Studies will prepare a report regarding use and operation of the Research Bridge Fund and shall provide the report to the Association.

This Letter of Agreement will become effective upon signature and ratification and shall be attached to the contract.

*Program Description*

**PSU Research Bridge Funding Program**

**What are bridge funds?**

Bridge funds are available on a competitive basis from the Office of Research and Graduate Studies to provide temporary salary and fringe benefit support to non-tenure-related employees

**ERRATA MEMORANDUM OF UNDERSTANDING #3- LOA 2**  
**Addenda to 2021-2024 AAUP Collective Bargaining Agreement**  
**October 7, 2021**  
**Page 3 of 6**

critical to sustaining research programs and sponsored activities in instances where an external research grant or funding source has expired, where a hiatus in funding would jeopardize the research, and where renewal of funding is expected in the near future. The funds are for one-time-time support only in cases where the Principal Investigator (PI) has experienced a significant reduction in extramural funding.

**Note:** The Bridge Funding Program is not intended as for 'pilot' or 'seed' funding.

**Eligibility**

A PI is eligible to apply for Bridge Funding, provided they:

- a) Have lost, or will lose most of their extramural funding within six months of the Bridge application deadline and will not have sufficient other funds available to sustain the work;
- b) Has a record of accomplishment as first-author or senior author on publications;
- c) Has made substantial and documented efforts to re-establish funding, and in the opinion of the Dean or Dean-equivalent is likely to be funded again in the next 6 months.

Notes: A funding reduction or shortfall is insufficient by itself to establish eligibility. The Vice President for Research and Graduate Studies may make exceptions to eligibility under unusual circumstances.

**Considerations:**

- Funding is competitive, and not all applications may be funded.
- Consideration will be given to need, assessment by the Dean or Dean-equivalent, and the strength of the overall research program.
- Because a primary objective is to keep experienced research teams together, priority will be given when project staffing will be lost without a temporary infusion of funds.
- Funding of awards will be made in consultation with academic Deans.
- Individual grants cannot exceed \$25,000 per year.
- Funding will be available for grantees for a maximum of 1 year or until the grantee re-establishes funding from other sources, whichever comes first.
- A financial commitment for support by the college or the department is not required, but will strengthen an application.
- When extramural funding is re-established, all unspent funds must be returned to the Bridge Funding Program to assist other investigators.
- A PI receiving a Bridge Funding award in one year will not be eligible to reapply for at least two years from the initial/last award.
- Any requests for exceptions to eligibility or other elements of this policy must be made in writing, and may be granted by the Vice President for Research and Graduate Studies.

**Bridge Funds cannot be used for:**

- Salary for tenure-related faculty
- Travel
- To cover budget overdrafts
- Graduate Student tuition

**ERRATA MEMORANDUM OF UNDERSTANDING #3- LOA 2**  
**Addenda to 2021-2024 AAUP Collective Bargaining Agreement**  
**October 7, 2021**  
**Page 4 of 6**

- Administrative costs

**Cycle**

Applications are considered four times per year. They must be received by 5:00 pm on October 30, January 30, April 30, or July 30. If the deadline falls on a weekend or holiday, applications will be accepted on the next business day.

**To Apply and Process:**

1. See attached instructions.
2. Submit all forms and documents to your SPA team. The SPA team will review the application, provide relevant budgetary information and context, and submit the information to the faculty member's Dean for review.
3. The Dean will forward their recommendation to the Associate Vice President for Research (AVPR) in The Office of Research and Graduate Studies for consideration.
4. The AVPR will make the final decision in consultation with the Dean and Vice President for Research and Graduate Studies.
5. Applicants will be notified of decisions within 30 days of receipt of the complete Bridge Funding request.
6. There is no appeal process.

**Return on Investment and Assessment**

Recipients of Bridge Funding are expected to resubmit their grant or contract applications promptly and aggressively seek other extramural sources of support.

Recipients of Bridge Funding are required, 30 days from the end of the Bridge Funding period, to provide the following information: final accounting of expenditures from the Bridge Funding Program and matching fund sources, a summary of the research that was carried out during the funding period, any publications that resulted, and any grants that were awarded or are pending.

The reports will measure the success of this program and inform program effectiveness.

The Office of Research and Graduate Studies will issue a report each September to the Academic Leadership Team (ALT) and to AAUP on the awards made and outcomes.

**ERRATA MEMORANDUM OF UNDERSTANDING #3- LOA 2**  
**Addenda to 2021-2024 AAUP Collective Bargaining Agreement**  
**October 7, 2021**  
**Page 5 of 6**

Portland State University  
Research Bridge Funding Application Instructions

**FOR FACULTY REQUESTING FUNDS**

Your submitted application should include the following six required sections **in the order listed**:

1. Bridge award eligibility statement - Please provide one of the eligibility statements below (whichever applies to you) to affirm that you are eligible for a bridge award. If neither applies to you but you believe you are eligible, please contact the Office of Research and Graduate Studies ([research@pdx.edu](mailto:research@pdx.edu)) to request a waiver.

Eligibility statements:

- I will not have more than \$30,000 funding from any source for carrying out any research in my laboratory (either as PI or as a co-investigator on another PI's grant) by 6 months after the due date for this application [example: I am applying Dec 1 and I have a grant expiring May 15. I am eligible.]
  - I am an NTTF Research Faculty and will not have funding for more than 50% of my salary from any source by 6 months after the due date for this application [example: I am applying Dec 1 and by May 15 I am losing my main grant so my salary will drop to 40%. I am eligible.]
2. Curriculum vitae.
  3. Current and Pending Support Documentation for the past 5 years with dollar amounts and funding periods listed for each grant.
  4. Demonstration of attempts to obtain funding (e.g. abstracts of submitted grants, panel summaries, priority scores or other evaluations and comments; do not send complete grant applications). This should include pending research grants with anticipated award date and amount.
  5. Description of proposed research (maximum of 3 pages including the bibliography).
  6. Budget and Budget Justification, including the money requested through the Bridge Funding Program and any matching funds provided by your department or dean.
  7. Statement of how this funding will increase chances of future funding.

Deadlines: October 30, January 30, April 30, or July 30.

Submit all application materials **as one PDF file** to your respective SPA team. Contact [spa@pdx.edu](mailto:spa@pdx.edu) if you have submission questions.

**ERRATA MEMORANDUM OF UNDERSTANDING #3- LOA 2**  
**Addenda to 2021-2024 AAUP Collective Bargaining Agreement**  
**October 7, 2021**  
**Page 6 of 6**

<u><b>For the University</b></u>	<u><b>For the Association</b></u>
<p>DocuSigned by: <i>Shelly Chabon</i> B222FC665FA54C5...</p>	<p>DocuSigned by: <i>Mark Leymon</i> FA1C2B5E82074E8...</p>
<p>Shelly Chabon, Vice Provost for Academic Personnel</p>	<p>Mark Leymon, Vice President Collective Bargaining</p>
<p>October 7, 2021   9:43 AM PDT</p>	<p>October 7, 2021   9:25 AM PDT</p>
<p>_____</p>	<p>_____</p>
<p>Date</p>	<p>Date</p>