



INSTITUTE OF AGRICULTURE, NATURAL RESOURCES & EXTENSION

University of Alaska Fairbanks

FY20 Internal Civil Rights Review



Prepared Fall 2020 by Alda Norris, PhD
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with assistance from Juella Sparks
Director of Outreach and Communications

Section 1: Executive Summary

Compliance Review Procedures

Juella Sparks reviewed the first 7 and Alda Norris reviewed the other 7 of 14 office folders housed in Google Drive. Two other office folders exist, but the Tok office is currently vacant, and the TCC agent moved to the State Office. Compliance documentation was assessed using IANRE's 13-section [Internal Civil Rights Compliance Checklist](#). Summaries of the reviewer comments from each of the 14 checklists are included in Section 3.

Compliance Review Findings

Overall, IANRE offices demonstrated compliance with public notification obligations. New posters were recently ordered and distributed, and most offices logged the current placement of the posters. Most offices are maintaining documentation of flyers, social media posts and other public-facing announcements that use required indicia statements.

Some of the Scholarships & Awards folders for the offices were empty or lacked selection criteria documents, which drew our attention to the need for a Scholarships and Awards REG log. Providing a template will make it easier for employees to take information from rosters and notes and put it into a shareable form that becomes part of our auditable trail.

In terms of barriers, IANRE employees reported confusion over how to conduct parity analyses and meet Limited English Proficiency obligations. LEP questions will be addressed in part by the new Language Access Plan from NIFA Response Item #8. In meetings, employees have also requested additional accommodation guidance, and a more user-friendly civil rights website.

Compliance Action Plan

The civil rights compliance coordinator will continue to offer technical assistance sessions through the "Tuesday at 10" series, which are recorded for later viewing. The focus of these sessions in Spring 2021 will be the findings from this report, including the challenges and barriers noted above.

The Communications unit will assist in updating the IANRE civil rights website, with a redesign that will make it easier for faculty and staff to onboard and find resources.

IANRE leadership will review a draft of a Language Access Plan and begin setting goals for translating critical documents in FY21.

Section 2: Folder Guidance

Employees were asked to populate office folders for this review using the following guide:



Office Civil Rights Files Guidance

FOLDER NAME	EXAMPLE CONTENTS	DATA SOURCE(S)
4-H REG* Data	Spreadsheet that shows REG by delivery mode; Evidence of efforts to integrate clubs	4-H ZSuite, agents and program assistants
AA/EEO	UAF AA plan and EO report for each unit; BOR regs, hiring and promotion policies	HR/Dept. of Equity & Compliance
Accommodations	Anonymized log of requests received and actions taken. Includes research facilities, web efforts. Accessibility maps of spaces	Keep copies of consultations with Disability Services and/or Equity & Compliance
Advisory Councils	Bylaws, selection and rotation process, and REG data for members	Faculty or staff leading CES or AFES-run council
All Reasonable Efforts (ARE)	Use of mass media; Invitations to diverse people or groups; Dissemination of research to traditionally underserved groups	Faculty or staff reaching out: Keep master lists of outlets
Census Data	Census tables from areas served, for parity comparisons; Ag census; Make notes on what affects your “potential audience”	See “Demographics Sources” www.uaf.edu/ces/about/civil-rights
Complaint Process	ONLY copy of policy and the downloadable contact card with three complaint options.	No complaint details. Send docs to Equity & Compliance
Contact Lists	Each district must annually survey contact list membership for demographics. Keep a copy of the REG data in this file, as well as evidence of efforts to diversify subscribers	District staff monitor current membership lists for phone, email, or mail. Comm unit keeps master list of listservs.
Extension REG Data (Non 4-H)	Spreadsheet that shows REG by program (Ag/Hort, HHFD, NatRes) for contacts made in your district; note whether percentages are in parity with regional Census data	Eval specialist combines: Faculty180 +Staff activities Front desk & IPM contacts PEARS & WebNEERS data
Grad Students (Research)	Please keep written documentation of: REG data, recruitment efforts, attrition rates, mentoring programs, awards, assistantships, policy of how resources are assigned	PAIR and supervising faculty
Indicia Statements	Flyers, brochures, surveys, etc. with UAF nondiscrimination statement; Accommodation statement on public ads	Faculty or staff instructing or arranging the activity

Internal Reviews	Copy of procedure for and results from annual internal civil rights reviews. Include copy of review preparation checklist.	Yearly informal and 3-year rotating formal reviews will be conducted by civil rights compliance coordinator
LEP	LEP map for your region. NIFA LEP checklist. Log of LEP encounters and translations	Any employee that speaks with the public
Partners	MOU/MOAs (in lieu of assurance) Assurance statements for non-gov partners	Agent or staff who formed partnership
Policies & Procedures	BOR and UAF policies; CES/AFES Plan of Work & Org chart; Program goals; Manuals and guidance docs. Research: How projects are chosen and resources are distributed	Program leaders Research: Leadership Group
Poster Obligation	Poster log noting placement in location(s) viewable to public	Office coordinators
Scholarships & Awards	Description of selection process; REG data for recipients. Includes fee waivers.	Faculty or staff offering scholarship, award, waiver
Training	Certificates or completion emails from FERPA, Protection of Minors, Title IX, civil rights and any other diversity training	Anyone trained. Equity & Compliance and Registrar.
Volunteers	REG data for volunteers; confirmation of annual Title IX & civil rights training	4-H ZSuite, registrations from supervising agent/staff

*REG = Race, Ethnicity, Gender

Last Updated 11/10/2020 AN

Section 3: Checklist Results

Reviewer comments from individual office checklists have been pasted into the summary tables below. A blank copy of the checklist used to assess each set of office folders is available in Appendix A.

SECTION 1 REG Data

Office (N/A for 3)	Reviewer Notes
1. Anchorage	No information on volunteers and officers in Volunteers folder. Research is N/A for Anchorage office. REG data survey of one contact list for the office has been completed.
2. Bethel	No information on volunteers and officers in Volunteers folder. Research is N/A for Bethel office. Bethel does not host a Contact List.
4. Delta	No content in 4-H, Volunteers or Contact Lists folders. Research is N/A for Delta office.
5. Dillingham	No information on volunteers and officers in Volunteers folder. Research is N/A for Dillingham office. Dillingham does not host a Contact List.
6. Juneau	No information on volunteers and officers in Volunteers folder. Research is N/A for Juneau office. REG data survey of one contact list for the office is present.
7. Kenai	No information on volunteers and officers in Volunteers folder. Research is N/A for Kenai Peninsula office. REG data survey of two contact lists is present
8. Kodiak	Kodiak has full sets of last 3 years of 4-H REG data in 4-H folder. No contact list noted. Only a 4-H agent at this office, no Extension data to track
9. Mat-Su	Mat-Su has full sets of last 3 years of 4-H REG data in 4-H folder. Contact list surveys were listed as done, but data not in folder. Extension REG data missing
10. Northwest	4-H REG data present for 2 years, need current set. No contact list. Office has single program assistant, folder needs REG data from staff form
11. Research	REG data from survey of Georgeson Botanical Garden contact list is present
12. Sitka	4-H REG data in folder, needs to be anonymized. Office has single program assistant, folder needs REG data from staff form. Contact list data present.
13. State	State level 4-H REG data is in 4-H folder. Contact list REG data is in folder. Extension REG data included for MG Program, need other program data
14. Tanana	Full sets of last 3 years of 4-H REG data. Contact list REG data in folder. Has participant lists for individual classes, needs aggregated Extension data set.

Findings: Current REG data for mailing lists is present in most expected folders. Extension Non 4-H REG data from 2019-2020 has not yet been compiled across service areas, as some faculty's annual files are still being submitted. Faculty are able to analyze their own participant data, but need to be given access by the evaluation specialist to be able to look across all direct education conducted in their service area and program(s).

SECTION 2 Accommodations

Office	Reviewer Notes
1. Anchorage	Accommodations Log is present in office folder. No entries as of date of internal review.
2. Bethel	Accommodations Log is present in office folder. No entries within last two years.
3. Business (CAFO reps)	Accommodations Log is present in office folder. No entries as of date of internal review.
4. Delta	Accommodations Log is present in office folder. No entries as of date of internal review.
5. Dillingham	Accommodations Log is present in office folder. No entries as of date of internal review.
6. Juneau	Accommodations Log is present in office folder. No entries as of date of internal review.
7. Kenai	Accommodations Log is present in office folder. Entries accurately included.
8. Kodiak	Accommodations Log is present in folder. Entry in it belongs in the LEP folder.
9. Mat-Su	Log is present and has entries from 2017-2019 of 4-H accommodations made.
10. Northwest	Accommodations Log is present in office folder. No entries as of date of internal review.
11. Research	Accommodations Log is present in office folder. No requests as of date of internal review. MEFEC did log a work order for accessible door button.
12. Sitka	Log is present and has entries from 2019-20 of 4-H accommodations made
13. State	Accommodations Log is present in office folder. No entries as of date of internal review.
14. Tanana	Log is present and has entries from 2017-20. Some entries belong in the LEP log (reviewer confirmed they were moved there and these are duplicates). Folder has documentation of work order completed for toilet seat adapter in building.

Findings: Employees appear to be properly addressing accommodation requests as they come up. Accommodations have included actions like having an ASL interpreter at activities, modifying walks to avoid stairs, and giving members more time to complete tasks. Some folders contain blank documents entitled “Community Resources” that are meant to be populated with contact information for interpreters, equipment, and other related necessities for making reasonable accommodations. The civil rights compliance coordinator should help each office complete their community resource lists, and emphasize the difference between ADA and LEP accommodation logs in future training sessions.

SECTION 3 Advisory Groups

Office	Reviewer Notes
1. Anchorage	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
2. Bethel	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
3. Business (CAFO reps)	Advisory Council data is N/A for the Business (CAFO) office.
4. Delta	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
5. Dillingham	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
6. Juneau	Advisory Council Log is present in office folder. No entries as of date of internal review. REG data for Southeast 4-H Leaders Council is included.
7. Kenai	Advisory Council Log is present in office folder. SARE REG data included but no other documentation. All documentation for KP 4-H Councils is included.
8. Kodiak	REG data for Kodiak Leaders Council is in Advisory Council folder. Need to show All Reasonable Efforts to diversify when council is all one race and gender.
9. Mat-Su	REG data and meeting agendas for MastSu District Advisory Council and MatSu Horse Council are in Advisory Council folder. Both show minority membership.
10. Northwest	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
11. Research	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
12. Sitka	Only Advisory Council Log is present in office folder. No entries as of date of internal review.
13. State	REG data for the RREA Advisory Group, State 4-H Horse Development Committee, Alaska State Livestock Advisory Council, Shooting Sports, and State Leaders Council is available in the folder. Need bylaws, list of All Reasonable Efforts to diversify RREA and State 4-H groups if all one gender and race
14. Tanana	REG data for Tanana District Leaders Council, Livestock Committee, and Horse Council is present and shows minority membership. Bylaws included for all.

Findings: IANRE is in the process of rebooting its advisory councils (see NIFA Item #2 submission), so we did not expect very many advisory council entries in the folder. There is REG data recorded for the few active advisory groups. The advisory log was recently updated to include a section about All Reasonable Efforts, and this will be a discussion item included in future trainings. Employees should be reminded to include bylaws and other policy documents in the folder.

SECTION 4 Evidence of ARE

Office	Reviewer Notes
1. Anchorage	Several documents in the folder but uncertain reason for including a couple.
2. Bethel	Several documents in the folder but only one included AA/EEO and nondiscrimination statement. None with visuals or the accommodations statement.
3. Business (CAFO reps)	ARE data is N/A for the Business (CAFO) office.
4. Delta	No content in ARE folder
5. Dillingham	One document included in the folder. It has relevant visuals and AA/EE nondiscrimination statement.
6. Juneau	Several documents in the folder. All included indicia and/or accommodation statements. Samples of flyers, Facebook, Mailchimp. Limited visuals.
7. Kenai	Several documents in folder. Almost all included indicia and/or accommodation statements. Samples of flyers, Facebook, webpages. Limited visuals.
8. Kodiak	Two flyers are included in the folder. They have positive imagery (female child in archery; minority child with livestock) and indicate 4-H is open to all youth, but there is no note of where the flyers were placed or distributed.
9. Mat-Su	A flyer is included that has positive imagery of minorities and seniors. The office has documentation of using wide-reaching platforms like Facebook Live. No notation of where flyers have been placed or distributed.
10. Northwest	Folder is empty. Need to contact program assistant for past examples.
11. Research	Folder is empty. Examples exist on website that need to be placed in folder.
12. Sitka	Documentation of multiple efforts including advertising through Sitka Tribe of Alaska Children's Fair, KCAW radio Community Calendar, district Facebook, Sitka Conservation Society Facebook, and Sitka Soup
13. State	Several promotional flyers including positive imagery of minority children in Tanana District and Bristol Bay 4-H. Evidence of use of the Tanana Chiefs Conference listserv to raise awareness of emergency preparedness program.
14. Tanana	Folder documents that invitations to events have been extended to multiple organizations with minority membership including Doyon, Fairbanks Native Association, Interior Alaska Center for Non-Violent Living, JP Jones Community Development Center, Love IIC, Resource Center for Parents and Children, and Tanana Chiefs Conference. Flyers have positive imagery of minorities, seniors and people with disabilities.

Findings: IANRE should survey service areas with weak documentation to create updated lists of where our faculty and staff are advertising their programs, what community leaders and groups they have reached out to, and what partner listservs and social media with minority membership we can leverage as we work to raise awareness across diverse audiences of the educational opportunities we offer.

SECTION 5 Complaint Process

Office	Reviewer Notes
1-5 and 7-14	Complaint Contacts Document is available in folder.
6. Juneau	Complaint Contacts Document is available in folder. UA BOR folder and other information also included in folder.

Findings: Since complaint reports are not kept in shared office files due to concerns about confidentiality, this was a check to make sure that a) no confidential complaint details were present, b) a copy of the complaint contacts card every office should use is present, and c) whether employees had curated any additional resources related to the complaint process. We noticed that the Juneau office added BOR policy, which all offices should be reminded to read the latest version of at <https://www.alaska.edu/bor/policy-regulations/>

SECTION 6 Indicia Statement Use

Office	Reviewer Notes
1. Anchorage	Visuals were limited. Multiple examples of non-discrimination statement. No examples of the reasonable accommodations statement.
2. Bethel	No visuals were included. Limited examples of statements.
3. Business (CAFO reps)	No examples in the folder. Required Indicia Statements document is available
4. Delta	No content in this folder.
5. Dillingham	No content in this folder.
6. Juneau	Several documents in the folder. Visuals were limited. Multiple examples of nondiscrimination statement and reasonable accommodations statement.
7. Kenai	Several documents in the folder. Visuals were limited. Almost all included indicia and/or accommodation statements.
8. Kodiak	Newsletter and announcement in folder both had appropriate AA/EO statement
9. Mat-Su	Flyers had appropriate AA/EO statement. Some older flyers are missing accommodation statement (pre-training). Some examples need year marked
10. Northwest	No content in this folder.
11. Research	Has 2020 research survey flyer with appropriate AA/EO statement
12. Sitka	Two flyers included, both have appropriate AA/EO statement. Both need to be marked with a year and include an accommodation statement.
13. State	All five examples in folder have appropriate AA/EO and accommodation statements
14. Tanana	AA/EO and accommodation statements both in use. All flyers have dates.

Findings: Civil rights compliance coordinator needs to follow up with offices who have not submitted examples.

SECTION 7 LEP Needs

Office	Reviewer Notes
1. Anchorage	LEP Requests and Actions Log is present in office folder. No entries as of date of internal review. NIFA LEP Guidance and Alaska LEP map available in folder.
2. Bethel	LEP Requests and Actions Log is present in office folder. Incomplete information was included. NIFA LEP Guidance and Alaska LEP map available in folder.
3-10	LEP Requests and Actions Log is present in office folder. No entries as of date of internal review. NIFA LEP Guidance and Alaska LEP map available in folder.
11. Research	Log present, no entries as of review date. Evidence in folder of proactive translation of doorbell instructions to Russian and Spanish at Experiment Farm.
12. Sitka	Requests logged related to Spanish in 4-H and Mandarin, Spanish and Tagalog for Certified Food Protection Manager (CFPM) training
13. State	LEP Requests and Actions Log is present in office folder. No entries as of date of internal review. NIFA LEP Guidance and Alaska LEP map available in folder.
14. Tanana	Request logged related to Korean; would issues related to mutism go in ADA?

Findings: See IANRE's Language Access Plan draft (NIFA Item #8) for a specific inventory of Limited English Proficiency participant needs logged in the last three years, and the unit's plan for addressing them.

SECTION 8 Scholarships/Waivers

Office	Reviewer Notes
1-2, 4-5 and 10-11	No content in this folder.
3. Business (CAFO reps)	Scholarships & Awards data is N/A for the Business (CAFO) office.
6. Juneau	4-H REG data included in folder. Office scholarships included but not by REG.
7. Kenai	Generic, KP 4-H awards data included by REG.
8. Kodiak	REG data for State Fair Grand Champions and copy of Scholarship app present.
9.	REG data for winners of 4-H District Achievement, Cook-Off, Presentations, STEM and Superbowl of Fun contests included. Copy of club award guidance and travel grant application included in folder.
12. Sitka	Copy of scholarship application included. Need REG data for one recipient.
13. State	REG data included for statewide 4-H activities like CWF, YIG, State Horse etc.
14. Tanana	REG data for 4-H awards and scholarshipss; Has MG, LABO fee waiver policies

Findings: Log should be created with initialing required for each year to confirm empty folders should be empty.

SECTION 9 Partner Assurances

Office	Reviewer Notes
1. Anchorage	Multiple signed statements from 2019 in folder.
2. Bethel	Template was only document in folder.
3. Business (CAFO reps)	Multiple documents in folder but only one includes nondiscrimination statement.
4. Delta	Template was only document in folder.
5. Dillingham	Template was only document in folder.
6. Juneau	Template and two signed statements from 2019 in folder.
7. Kenai	Generic, KP 4-H awards data included by REG.
8. Kodiak	Template was only document in folder.
9. Mat-Su	Three signed letters from Fair, WASI and ADF&G from 2019 included in folder
10. Northwest	Template was only document in folder.
11. Research	Template was only document in folder. Partnerships are primarily grant-related
12. Sitka	Two signed letters from Pioneer Home, Sitka Sound Science Center from 2019
13. State	MOU with FNSB and signed 2020 letter from Kenai Food Bank included in folder
14. Tanana	Signed TVSA letter from 2020. Agreement with Parks & Rec doesn't have a nondiscrimination statement (it is on the template of an outside organization)

Findings: Log should be created with initialing required for each year to confirm empty folders should be empty.

SECTION 10 Research Allocations

Office	Reviewer Notes
1-10 and 12-14	Not applicable to this office.
11. Research	<p>Grad Student employee REG data and documentation of ARE in research team recruitment is missing.</p> <p>Policies and Procedures folder needs to be updated with current copies of resource allocation policies including how research projects are approved, how office and lab spaces are assigned, mentoring opportunities, etc.</p>

Findings: Grad student data must be requested each year from UAF's Office of Planning, Analysis and Institutional Research ([PAIR](#)). IANRE leadership should disseminate a memo with current resource allocation policies that can be saved as office documentation, and survey researchers to generate a list of diverse recruitment pools for research assistants.

SECTION 11 Poster Presence (*And Justice for All*)

Office	Reviewer Notes
1. Anchorage, 9. Mat-Su	Photo of poster included, location and log are current.
2-3, 6-8, 10-11, 14	Poster location and log are current.
4. Delta	Blank log is in folder but unused.
5. Dillingham	Blank log is in folder but unused.
12. Sitka	Log initialing is current, need to specify location
13. State	Log for first floor is current, second floor needs to be updated

Findings: Overall, good poster compliance. Will remind Delta and Dillingham to update their logs. We have central documentation of posters printed and mailed. Offices just need to document where they're placed.

SECTION 12 Civil Rights and Title IX Training

Office	Reviewer Notes
1. Anchorage	Multiple methods of identifying and organizing documentation in office folder. All Civil Rights trainings are completed. All Title IX trainings are completed. One FERPA training is completed.
2. Bethel	Multiple methods of identifying and organizing documentation in office folder. One Civil Rights training is completed. Three Title IX trainings are completed. Two FERPA trainings are completed.
3. Business (CAFO reps)	Multiple methods of identifying documentation in office folder. All Civil Rights trainings but one are completed. All Title IX trainings are completed. FERPA is N/A to this office.
4. Delta	No content in this folder.
5. Dillingham	No content in this folder.
6. Juneau	All Civil Rights trainings are completed. No documentation of Title IX or FERPA training completions.
7. Kenai	Multiple methods of identifying documentation in office folder. One individual has no documentation of any trainings. The rest of the office has completed all three trainings.
8. Kodiak	Evidence included for FERPA, Protection of Minors, Title IX and Civil Rights
9. Mat-Su	Evidence included for FERPA, Title IX, Civil Rights and additional DEI training
10. Northwest	Evidence included for FERPA, Civil Rights, Title IX and participation in activities for Indigenous People's Day

11. Research	Evidence for 5 Civil Rights, 1 Title IX; several faculty documentations missing
12. Sitka	Evidence of Title IX, Civil Rights, FERPA, IRB and Protection of Minors; additional trainings on Gender Inclusivity, Trauma-Informed Care, and TEK Talks: Working with Indigenous People
13. State	Evidence of Title IX, Civil Rights, FERPA, Protection of Minors, and additional Anti-Bullying in the Workplace and Gender Inclusivity trainings
14. Tanana	Evidence of Title IX, Civil Rights, FERPA, Protection of Minors for both faculty and staff

Findings: Title IX completions are logged in Banner, and the Dept. of Equity and Compliance has already confirmed to the provost that IANRE has 100% completion. The IANRE civil rights coordinator has a central list of annual civil rights training completions. This folder check is to (a) see if employees are keeping back-up copies of their completion emails/certifications/notifications in case of technical errors, and (b) encourage employees to show ongoing professional development related to diversity and inclusion by keeping documentation of non-required trainings. Thus, notations of “missing” files are not meant to indicate noncompliance.

SECTION 13 Employee Barriers

Office	Reviewer Notes
1-14	Was to be discussed as a unit at the 11/24/2020 Tuesday at 10am meeting. No indication of barriers noted in the folder.

Findings: The theme that emerged from discussions on barriers was a need for more technical support. IANRE employees have expressed confusion over how to conduct parity analyses, and want more guidance on how to assist Limited English Proficiency audiences. There was also a request for clarification on how to get help arranging accommodations and which funding sources to use for them. In meetings, employees have also requested resources for assisting low-literacy clientele, and have links on the civil rights website be arranged in a more user-friendly manner.

Appendix A: Blank Checklist



**INSTITUTE OF AGRICULTURE,
NATURAL RESOURCES & EXTENSION**

University of Alaska Fairbanks

UAF IANRE Internal Civil Rights Compliance Review Office Documentation Checklist

SECTION 1:

- Participant data (potential and actual) by Race, Ethnicity, and Gender (REG)
 - For 4-H: list of all clubs marked by integration status (4-H REG Data folder)
 - Volunteers and officers by REG-Leader and Mastery programs (Volunteers folder)
 - For Research: aggregate (anonymized) grad student REG data from PAIR (Grad Students folder)
 - Mailing list(s) REG data (Contact Lists folder)

Reviewer Notes:	
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SECTION 2:

- Accommodations Log- Have requests been addressed? (Accommodations folder)

Reviewer Notes:	
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SECTION 3:

- Stakeholder input data on IANRE-controlled Advisory Boards/Committees, including: (Advisory folder)
 - REG data
 - Selection criteria
 - Rotation policy

Reviewer Notes:	
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SECTION 4:

- Marketing materials/outreach documents showing All Reasonable Efforts (ARE folder)

Reviewer Notes:	
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SECTION 5:

- Employee/volunteer knowledge of complaint process (Complaint process folder)

Reviewer Notes:	
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SECTION 6:

- Examples of sign in sheets, brochures, posters, flyers, social media posts and other marketing materials (Indicia Statements folder):

- Visuals-(non-stereotypical, inclusive depictions)
- UAF non-discrimination statement
- IANRE reasonable accommodations statement

Reviewer Notes:	
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SECTION 7:

- Limited English Proficiency (LEP) Log- Have requests been addressed? (LEP folder)

Reviewer Notes:	
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SECTION 8:

- Scholarships/fee waivers, awards and event winners by REG (Scholarships & Awards folder)

Reviewer Notes:	
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SECTION 9:

- Assurance statements-MOU/MOA or nondiscrimination letters from non-fed partners (Partners folder)

Reviewer Notes:	
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SECTION 10:

- For Research: Documentation of how projects and lab space assigned (Policies & Procedures folder)

Reviewer Notes:	
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SECTION 11:

- Presence of "And Justice for All Poster" documented on poster log (Poster Obligation folder)

Reviewer Notes:	
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SECTION 12:

- Documentation of training(s) including FERPA, UAF Title IX and IANRE civil rights (Training folder)

Reviewer Notes:	
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SECTION 13 FOLLOW-UP:

- Barriers:** Are there sufficient resources for you to serve the diverse audiences in your area(s)?
What do you need to be set up for success in meeting civil rights obligations?

Reviewer Notes:	
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IR Checklist Last Updated November 2020

--End Report--