

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

2020 – 2021 FUNDING REQUEST APPLICATION

INSTRUCTIONS

* The original copy of the application must be received by 5:00 p.m., March 13, 2020. Proposals received after the announced deadline will not be considered. Deliver or mail the original application to the VP/CFO Office, Sacramento Hall 272, campus zip 6038. No additional hard copies are required.
* In addition to the original copy of the application, a scanned copy must be emailed to vp-cfo@csus.edu by the 5:00 p.m., March 13, 2020 deadline.
* Information in the funding request packet must be typed. Handwritten requests will not be accepted.
* A complete funding request packet includes a complete application AND funding summary.

ADDITIONAL INFORMATION – PLEASE READ

* For detailed guidelines regarding IRA funding, please reference the Instructionally Related Activities Fee Administration policy which can be accessed here: <http://www.csus.edu/umanual/admin/adm-0186.htm>.
* If the IRA Advisory Committee has any questions regarding a program’s application, the advisor listed on the application will be contacted for clarification.
* Since the IRA Advisory Committee may consider funding specific components of a proposal, indicate which events, activities and/or program components are top priorities. Provide a priority ranking in regard to funding requests.
* Not all programs or all components of a program may receive funding.
* Acceptance/approval of new and existing programs does not automatically guarantee funding for the following fiscal year. Depending on the number of program applications and available budget, funding may fluctuate year to year, even for programs which historically have received funding.
* The IRA Advisory Committee acts as the advising body to the President for the Instructionally Related Activities student fee; the President has final approval as to how funds are allocated.
* The IRA Advisory Committee reserves the right to audit programs receiving IRA funds utilizing established and approved audit procedures.
* All programs receiving IRA funding are required to complete a post activity report which details how IRA funds were utilized as outlined in their respective program proposals. Programs which receive funds one year and request for funding the following year must attach the Post Activity report in order to be considered for new funding.
* By signing the FY 2020/21 funding request application, program advisors acknowledge the above notifications.

**NEW**!

* As requested by the President’s Office, Divisional Vice President signatures are now required.

**NEW**!

* If your program uses IRA funds to pay for student assistant wages, your program will be required to hire students through [main campus Human Resources](https://www.csus.edu/hr/departments/payroll/student%20employment.html) and NOT through Associated Students Inc. Details on how this will be implemented will be outlined in the allocation memo, if your program is funded.
* The IRA Committee encourages applicants to be concise in answering the application questions. Please do not exceed 500 words per question or 10 pages (not including addendums) for the entire application.

**NEW**!

* For questions, contact the VP/CFO Office at 278-6312.

IRA GUIDELINES & PRIORITIES

* Programs that are academically related but have their own purpose, identity and organization outside of the classroom experience (example: Model UN, Forensics-Debate Team, Theatre Arts).
* Activities that are intensive and structured
* Active student involvement affording direct, hands-on experience is demonstrated.
* Benefits the student community, Sacramento State, and surrounding community.
* Educational content including the extent, quality and significance of the educational experience is demonstrated.
* Quantify the number of student participants in the activity and the number of indirect student beneficiaries.
* Total cost of the project/activity is provided to assist the committee determine the cost/benefit ratio in relation to available funds.
* Demonstrate that all allocations have been and/or will be used as effectively as possible.

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

2020 – 2021 FUNDING REQUEST APPLICATION

**I. PROGRAM INFORMATION**

**Organization/Program:**

**Contact Person:**  **E-Mail:**

**Department:**  **Phone:**  **Zip Code:**

**Program Advisor: *(type name)***

**Phone: E-Mail: Zip Code:**

**Related course name and course number (*if applicable*):**

**Has your program requested IRA funding before?**

[ ]  YES (if yes, how many years has your program received IRA funding?) **\_\_\_\_\_\_\_\_\_**

[ ]  NO

**2020/21 IRA Funds Requested:** **\_\_\_\_\_\_\_\_\_\_\_\_ 2019/20 IRA Funds Granted *(if applicable)*:**

**Please identify previous program name if it has recently changed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**II. APPROVAL SIGNATURES**

**Department Chair/Director: *(type name)***

***Signature:***

**Dean/Program Center: *(type name)***

***Signature:***

**Divisional Vice President/Provost: *(type name)***

***Signature:***

 **III. APPLICATION QUESTIONS**

Please answer the questions below in the space provided. Attach additional documentation as necessary. Each question correlates with specific rubric criteria (identified by letters A-H).

1. Briefly describe the program/organization for which you are requesting IRA funds (Criteria A, D, E, F, G).
2. How does the proposed activity relate to the [IRA Guidelines and Priorities](http://www.csus.edu/umanual/admin/ira%20guidelines%202018-2019-final.v1.pdf)? (Criteria A, D, E, F)
3. In addition to contributing to the University’s anchor institution vision, describe how the funded activities will support each of the President’s Five Imperatives which were outlined in President Nelsen’s Fall 2016 Address: 1) reducing time to degree 2) diversity, inclusion, and equity, 3) philanthropic giving, 4) community involvement and collaboration 5) safety <http://www.csus.edu/news/articles/2016/8/25/president-nelsen-presents-four-imperatives-for-2016-17-.shtml> (Criteria A)
4. Describe how your proposed activities directly benefit students. Be sure to include any impact your activities will have on:
	1. students directly involved
	2. the general student body
	3. and/or the community as a whole

Please be as specific as possible when referencing the number of students and community members that may be involved or affected. (Criteria C, G)

1. In light of the program’s mission, what were the significant successes/challenges of the program during the previous fiscal year? If there were challenges, what is the plan to overcome these challenges? (Criteria D)
2. If you are requesting an increase from the previous IRA allocation, please justify in detail why the additional funds are essential. (Criteria B)
3. IRA funding is not guaranteed and is allocated on an annual basis, please explain the program’s long-term (3-5 years) funding plan. If IRA funds are not received this fiscal year, how will that impact the program? (Criteria A, B)
4. Have you attempted to obtain funding from any other sources? Please describe all alternative or additional funding you have considered or obtained for your proposed activities and include all possible sources of funding. (For example: membership dues, private donations, gifts-in-kind, and admission to events). If your program does not receive the full allocation requested, what other funding avenues will you seek? (Criteria B, H)

|  |  |  |
| --- | --- | --- |
| Alternative Sources of Funding | Status (e.g. granted, applied, considering applying for…) | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Amount:**  |  |

 \*Please insert rows as needed

1. Please specify how the funds will be used in detail and **provide a priority ranking in regards to funding requests.** If you are requesting funds for a speaker or performer, list possible names of presenters, and potential dates of appearance. Attach any information you may have about the presenter/performer. (For example: credentials, and vita.) (Criteria B)

|  |  |  |
| --- | --- | --- |
| Priority | Expense | Amount Requested |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **Total Amount Requested:**  |  |

 \*Please insert rows as needed

1. If your program was allocated IRA funds in FY 19/20, please address any concerns (if any) the committee identified in your official IRA allocation letter for FY 2019/2020 (dated June 17, 2019).



Post activity audits and report acknowledgement:

As identified in the application instructions, the Advisory Committee reserves the right to audit programs receiving IRA funds utilizing established and approved audit procedures.

All programs receiving IRA funding are required to complete a post activity report which details how IRA funds were utilized as outlined in their respective program proposals. Programs which receive funds one year and request for funding the following year must complete a post activity report in order to be considered for new funding.

Program Advisor Acknowledgement (please initial): \_\_\_\_\_\_\_\_\_\_\_\_