



## CALIFORNIA STATE UNIVERSITY STANISLAUS

OFFICE OF FACULTY AFFAIRS

### MEMORANDUM

**DATE:** March 9, 2011

**TO:** Recognized IRA Programs

**FROM:** Inner Pahal, Chair  
IRA Committee

**SUBJECT:** Call for Funding Proposals for Academic Year 2011-2012

The IRA Committee invites your proposals for funding from IRA Fee revenues during AY11-12. Please use the budget form attached – the Committee will consider *only* those funding requests submitted on *our* budget forms. The Committee is particularly interested in reviewing (where relevant) your non-IRA funding sources. Please do not be concerned about these disclosures; the Committee views such “external” funding favorably – as an indication of how well your program is “leveraging” IRA dollars against other revenue sources.

Accompanying your budget form should be a narrative, in the form of a cover memo, describing the essential elements of your program and how they are supported by IRA fee revenues. The Committee will not be holding face-to-face budget hearings for most of the IRA groups. We assume that many of your proposals will be self-explanatory, and will require no further elaboration.

However, in some rare instances, the Committee *may* request a group’s representative to attend one of our meetings to answer questions concerning your budget proposal. Therefore, it is extremely important to provide a detailed narrative (and budget sheet) which will give the Committee a clear and comprehensive understanding of your program and its financial needs.

If your group is requesting an *increase* to the allocation awarded to you for AY10-11, you *must* include within your narrative a thorough explanation for this increase. “Historic underfunding” will not be considered a persuasive rationale. The Committee will expect to see specific, concrete reasons for raising your allocation. Please keep in mind that total requests for funding *always* exceed the money available, so the more information you can provide, the more the committee will feel confident that it is making fair decisions when weighing competing proposals.

In addition to your cover memo and budget sheet, you may submit any additional information about your program you wish. The Committee is very interested in learning more about the activities it funds, particularly the number of CSU Stanislaus students being served by your program.

The deadline for submission of IRA Budget Proposals is Monday, April 4, no later than 4:00 pm. Do not send your proposal electronically or through campus mail. Please have a representative from your group deliver your proposal package in person to the Office of Faculty Affairs, MSR 340. Submission of proposals in advance of the deadline is welcomed and encouraged. For your convenience, all necessary forms for your proposal are also available on-line at the Faculty Affairs Web site under "Forms and Publications."

Please direct any questions you may have about your proposal to Mary Baker in Faculty Affairs, x3392.