MEMORANDUM

**DATE: February 5, 2016**

## TO: Recognized IRA Programs

**FROM: Nicole Larson, Chair**

 **Instructional Related Activities Committee**

**SUBJECT: Call for Funding Proposals for Academic Year 2016-2017**

The Instructional Related Activities (IRA) Committee invites submission of proposals for funding for the AY 2016-17. Recognized IRA programs seeking IRA funds must submit a proposal containing the following information:

* A cover memo, describing the essential elements of your program and how those are supported by IRA funding.
* A Funding Request Budget Outline consisting of:
	+ A detailed summary of program activities, equipment, events, guest artists or speakers, etc. Include in the summary who among the student body might benefit from the proposal, the estimated number of students served, and non-IRA, non-tuitional funding sources for those activities.
	+ A line-item summary budget of all proposed activity costs and expenses. This should include information about all funding sources for the proposed activity or activities, not only proposed IRA funding.
	+ Proposals requesting an *increase* in funds from previous awards must include a statement detailing the reasons for the increase.

For your convenience, all necessary forms for your proposal are also available on-line at the Faculty Affairs Web site under “Forms and Publications.” [**http://www.csustan.edu/fa/ira-proposal-information**](http://www.csustan.edu/fa/ira-proposal-information)**.**

The IRA Committee will review your proposal and will determine if it is necessary to hold an in-person budget hearing. In some instances, the Committee *may* request a representative to attend a meeting to answer questions concerning your budget proposal, if needed. The deadline for submission of proposals is **Wednesday, February 24, no later than 2:00 p.m.**  **Proposals submitted after this deadline may be declined for review.** Please send your proposal electronically to Nancy Moghadas via E-mail, ngiagou@csustan.edu.