MEMORANDUM

DATE: April 6, 2015

TO: Recognized IRA Programs

FROM: Mariam Salameh, Chair
       Instructional Related Activities Committee

SUBJECT: Call for Funding Proposals for Academic Year 2015-2016

The Instructional Related Activities (IRA) Committee invites submission of proposals for funding for the AY 2015-16. 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., being proposed. Include in the summary a description of how the general student population might benefit from the proposal and the estimated number of students to be served.
  - A line-item summary budget of all proposed activity costs and expenses. This should include information about non-IRA, non-tuitional funding sources for the proposed activity or activities, as well as 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 Friday May 1, no later than 2:00 p.m. Proposals submitted after this deadline may be declined for review. Please send your proposal electronically to Nancy Giagou via-email ngiagou@csustan.edu.