**DATE: March 17, 2017**

## TO: Campus Community

**FROM: Marjorie Jaasma, Chair**

**Nicole Larson, Vice-Chair**

**Instructionally Related Activities Committee (IRAC)**

**SUBJECT: Call for Funding Proposals for Academic Year 2017-2018**

The Instructionally Related Activities Committee invites submission of proposals for funding for the AY 2017-2018.

To apply for IRA funds, please submit the Application Summary of Program Activities/Budget Request form provided. For your convenience, the application form is available on-line at the Academic Affairs, Provost’s Office website under “[Instructionally Related Activities (IRA)](https://www.csustan.edu/provost/instructionally-related-activities)” Samples of previously funded proposals are also available for review on the website.

The IRAC 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 **April 17th, no later than 10:00 a.m.** Proposals submitted after this deadline may be declined for review. **Please send your proposal electronically via E-mail to:** ira@csustan.edu**.**