

Date: February 21, 2014

To: Deans
Departments Chairs
Faculty
Managers of Academic Resources

From: Christopher Woolett, IRA Board Chair
Diane Stephens, IRA Board Representative of the Campus President

Subject: Approval Process for Requests for Instructionally Related Activities (IRA)
Funding for the 2014-2015 Academic Year

The 2014-2015 annual Instructionally Related Activities (IRA) fee request process is now open. Faculty requestors will find the online application on the Academic Resources and Planning website and will fill in their answers in a software program that is similar to survey monkey (more on that below). When requestors “submit” the request, one copy goes to the IRA support team, a second comes back to the requestor, and a third goes to the department chair. If the department chair approves the request as an appropriate effort on behalf of the department, the department chair then forwards that same email to the dean. If the dean also approves the request, then the dean forwards that approval on to Diane Stephens (diane.stephens@csun.edu) and to David Crandall (david.crandall@csun.edu).

The deadline for electronic receipt of IRA applications by faculty requestors for the 2014-2015 academic year is 5:00 p.m., Thursday, March 27, 2014. The deadline to receive the department chair and dean approval of the faculty request is 5:00 p.m., Monday, April 7, 2014.

The application and operating policies are located at: <http://www.csun.edu/acrp//ira1.html>

The application process for 2014-15 is the following:

1. Applicants will complete the application on line. Once submitted, the application will be forwarded automatically to the department chair for review and approval. If approved by the department chair, the chair will forward it to the dean. Upon review by the dean, the dean forwards it back to the IRA Board for final acceptance. IRA continues its sustainable practices!
2. The application has been amended to make it easier and more intuitive to complete, and it is now aligned more closely with the eligibility criteria of the IRA policies.
3. Because of the online nature of the process, requestors will need to have their information organized before they can complete the application. To make it easier, requestors can utilize a .pdf version of the application that does not have to be printed. This “practice version” contains the same information as the online version. **Requestors, please be certain you have the following information before you enter the system:**

- a) Course names, course numbers and enrollment numbers for Fall 2013 and Spring 2014, if it is a continuing program. Also, the application asks for the anticipated enrollment for Fall 2014 and Spring 2015;
- b) All revenue sources and amounts, whether funded by IRA alone or by other campus fees or participant fees, for the current year (2013-14);
- c) All anticipated revenue sources and amounts you have applied for or anticipate for 2014-15;
- d) All actual IRA-funded expenses for this year (2013-14), if you have received IRA funding in the current year, and
- e) All anticipated expenses for next year (2014-15) that you want the IRA fee to cover.

Programs must meet the eligibility criteria as provided in the Operating Policies and Procedures. The original application must have the approval of the department chair and the college dean prior to consideration by the IRA Board.

Faculty coordinators of all programs who submit application requests will be contacted to schedule a meeting with the IRA Advisory Board to discuss the budget request.

cc: Dianne F. Harrison
IRA Board
William Watkins