**2017/2018 IRA Budget Request**

**If at any time you require assistance with this form or would like to review program eligibility information, please review the IRA Operating Guidelines at** [**www.csun.edu/academic.resources**](http://www.csun.edu/academic.resources/ira1.html)

**You may also contact IRA Board Secretary David Crandall at** [**david.crandall@csun.edu**](mailto:david.crandall@csun.edu) **or the campus president's representative Diane Stephens at** [**diane.stephens@csun.edu**](mailto:diane.stephens@csun.edu)

**Program Information**:

**Program Name \***

**Department \***

**Approvals**

**Primary Faculty Coordinator \***First, Last  

**Telephone \***

**E-mail \***

**Secondary Faculty Coordinator (if applicable)**First,Last  

**Telephone**

**E-mail**

**Department Chair \***First,Last

**Extension \*** 4 digit campus phone extension

**Email \***

**Dean \***First,Last

**Extension \*** 4 digit campus phone extension

**Email \***

**Part A**

**Program Eligibility Information**

"The student activity... must... meet a requirement for one or more courses... which

involves enrolled students in significant out-of-class activity which results in a planned

product..." The planned products "...include, but are not limited to, competition or performance before an audience, a display of equipment or material of instructional value to the university community, or a written or electronic publication or other media available to students of the University"

**Briefly describe the project or activity for which you are seeking IRA funding. \***

**Briefly explain the course requirement that this project or activity helps to meet.**

**Please list the courses that require an IRA-funded activity as well as the enrollment and projected enrollment of those courses. Please use the formatting as shown.**

**Course # : Name : Fall16 : Spring17 : Fall17 : Spring18**

Example: CVTA 452 : Senior Film Project : 30 : 0 : 42 : 0 Music 404: Symphonic Literature : 45 : 42 : 50 : 45

**Part B**

**Program Funding**

Program funding sources for 2016-17 (actual - annual plus any supplemental) and 2017-18 (requested or anticipated)

**2016-17 IRA** This is the total amount of revenue (IRA, student fees, department or college support, admission, sales, etc.) for the CURRENT year. We understand the year is in progress and some figures will be estimates

**2017-18 IRA** This is the total amount of revenue (IRA, student fees, department or college support, admission, sales, etc.) you expect for NEXT year. We understand some figures will be estimates

**2016-17 Dept/College/CSUN Funds:**

**2017-18 Dept/College/CSUN Funds:**

**2016-17 Associated Students :**

**2017-18 Associated Students :**

**2016-17 Program Revenue** (e.g. ticket sales):

**2017-18 Program Revenue** (e.g. ticket sales):

**2016-17 Campus Quality Fee:**

**2017-18 Campus Quality Fee :**

**2016-17 Charges to Students :**

**2017-18 Charges to Students :**

**2016-17 Private Donations :**

**2017-18 Private Donations :**

**2016-17 Other :**

**2017-18 Other:**

**Please Define "Other":**

**Please Define "Other":**

**2016-17 Total Funding:**

**2017-18 Total Funding:**

**IRA Funded Operating Expense Budget**

**FOR IRA FEES ONLY** for current year and next year

**2016-17 Payroll** Payroll to include student wages, worker's compensation, and to include special consultants

**2017-18 Payroll** Payroll to include student wages, worker's compensation, and to include special consultants

**2016-17 Travel:**

**2017-18 Travel:**

**2016-17 Contracts:**

**2017-18 Contracts:**

**Please Define "Contracts":**

**Please Define "Contracts":**

**2016-17 Hardware/Software :**

**2017-18 Hardware/Software:**

**2016-17 Services from Other Agencies or Funds:**

**2017-18 Services from Other Agencies or Funds:**

**2016-17 Equipment Purchase:**

**2017-18 Equipment Purchase:**

**2016-17 Equipment Rental:**

**2017-18 Equipment Rental:**

**2016-17 Printing:**

**2017-18 Printing:**

**2016-17 Supplies:**

**2017-18 Supplies :**

**2016-17 Conference Fees :**

**2017-18 Conference Fees :**

**2016-17 Other** May include such things as advertising, memberships, subscriptions, and classroom or lab materials

**2017-18 Other** May include such things as advertising, memberships, subscriptions, and classroom or lab materials

**Please Define "Other"**

**Please Define "Other"**

**2016-17 Other** May include such things as advertising, memberships, subscriptions, and classroom or lab materials

**2017-18 Other** May include such things as advertising, memberships, subscriptions, and classroom or lab materials

**Please Define "Other"**

**Please Define "Other"**

**2016-17 Other** May include such things as advertising, memberships, subscriptions, and classroom or lab materials

**2017-18 Other** May include such things as advertising, memberships, subscriptions, and classroom or lab materials

**Please Define "Other"**

**Please Define "Other"**

**Total IRA Funded Operating Expenses :**

**2016-2017**

**2017-2018**

**Please submit this application by clicking the "Submit" button below. Applications must be submitted no later than 5:00pm on Friday, March 10, 2017. Remind your department chair and dean that they have until 5:00pm on Friday, March 17, 2017 to approve your request so that it can be considered by the IRA Board.**

**Thank you for your request from the IRA Advisory Board**