 **Memorandum**

Date: February 16, 2018

To: Deans

 Departments Chairs

 Faculty

 Managers of Academic Resources

From: Jonathan Goldenberg, IRA Board Chair

 Diane Stephens, IRA Board Representative of the Campus President

Subject: Request Process for Instructionally Related Activities (IRA) Funding for the 2018-2019 Academic Year – **NEW FORM THIS YEAR**

The 2018-2019 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, link below. When requestors submit their application a copy goes to the IRA support team, the department chair, and the dean. The requestor is taken to a confirmation page that can be printed for their records. The department chair and the dean are sent notifications of the submission and are instructed to reply with approved or not approved.

**The** **deadline for electronic receipt of IRA applications by faculty requestors for the 2018-2019** **academic year is 5:00 p.m., Friday, March 9, 2018. The deadline to receive the department chair and dean approvals of the faculty request is 5:00 p.m., Friday, March 16, 2018.**

The application and operating policies are located at: <http://www.csun.edu/academic-resources-planning/about-instructionally-related-activities-ira-funding>

The application process for 2018-2019 is the following:

1. Applicants will complete the application on line. Once submitted, the application will be forwarded automatically to the department chair and dean for review and approval.
2. The application has been amended to make it easier and more intuitive to complete and is now aligned more closely with the eligibility criteria of the IRA policies.
3. Because of the online nature of the process, it would be helpful for requestors to have their information organized before they complete the application. However, a **new online form** is being used that provides more functionality. The form can now be saved prior to completion and returned to later.
4. **Requestors, please be certain you have the following information before you enter the system:**
5. Course names, course numbers and enrollment numbers for Fall 2017 and Spring 2018, if it is a continuing program. Also, the application asks for the anticipated enrollment for Fall 2018 and Spring 2019;
6. All revenue sources and amounts, whether funded by IRA alone or by other campus fees or participant fees, for the current year 2017-18;
7. All anticipated revenue sources and amounts you have applied for or anticipate for 2018-19;
8. All actual IRA-funded expenses for this year, 2017-18, if you have received IRA funding in the current year, and
9. All anticipated expenses for next year, 2018-19, 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 may be contacted to schedule a meeting with the IRA Advisory Board to discuss the budget request.

cc: Dianne F. Harrison

 William Watkins

 IRA Board