 **Memorandum**

Date: February 7, 2020

To: Deans

 Departments Chairs

 Faculty

 Directors of Finance and Operations

From: Diana Vicente, Instructionally Related Activities (IRA) Board Chair

 Diane Stephens, IRA Board Representative of the Campus President

Subject: Request Process for Instructionally Related Activities (IRA) Funding for the 2020-2021 Academic Year

The 2020-2021 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, department chair, director of finance and operations, and dean. The department chair, director, and dean are sent notifications of the submission and are instructed to reply with “approved” or “rejected.”

**The** **deadline for electronic receipt of IRA applications by faculty requestors for the 2020-2021 academic year is 5:00 p.m., Friday, March 6, 2020. The deadline to receive the department chair, director, and dean approvals of the faculty request is 5:00 p.m., Friday, March 13, 2020.**

The application and operating policies are located at: [Instructionally Related Activities Fund Webpage](https://www.csun.edu/academic-resources-planning/about-instructionally-related-activities-ira-funding).

The application process for 2020-2021 is the following:

1. Faculty requestors will complete the application on line. Once submitted, the application will be forwarded automatically first to the department chair, then the director, and finally the dean for review and approval. The requestor receives an email confirmation of their submission.
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 the form can be saved prior to completion and returned to later. For direct access to the form, see: [2020-2021 IRA Annual Budget Request](https://www.cognitoforms.com/AssociatedStudents2/_20202021IRAAnnualBudgetRequest).
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 2019 and Spring 2020, if it is a continuing program. Also, the application asks for the anticipated enrollment for Fall 2020and Spring 2021;
6. All revenue sources and amounts, whether funded by IRA alone or by other campus fees or participant fees, for the current year 2019-2020;
7. All anticipated revenue sources and amounts you have applied for or anticipate for 2020-2021;
8. All actual IRA-funded expenses for this year, 2019-2020, if you have received IRA funding in the current year, and
9. All anticipated expenses for next year, 2020-2021, 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, director, and 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