

Date: February 6, 2023

To: Deans  
Departments Chairs  
Faculty  
Directors of Finance and Operations

From: Shayan Moshtael, Instructionally Related Activities (IRA) Board Chair  
Callie Juarez, IRA Board Representative of the Campus President

Subject: Request Process for Instructionally Related Activities (IRA) Funding  
for the 2023-2024 Academic Year

The 2023-2024 annual Instructionally Related Activities (IRA) fee request process is now open. Requestors will find the online application on the Associated Students 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 2023-2024 academic year is 5:00 p.m., Friday, March 3, 2023. The deadline to receive the department chair, director, and dean approvals of the faculty request is 5:00 p.m., Friday, March 10, 2023.**

The application and operating policies are located at: [Instructionally Related Activities Fund Webpage.](#)

The application process for 2023-2024 is the following:

1. Faculty requestors will complete the application online. 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. 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: [2023-2024 IRA Annual Budget Request](#).

3. **Requestors, please be certain you have the following information before you enter the system:**
  - a) Course names, course numbers and enrollment numbers for Fall 2023 and Spring 2024, if it is a continuing program. Also, the application asks for the anticipated enrollment for Fall 2023 and Spring 2024;
  - b) All revenue sources and amounts, whether funded by IRA alone or by other campus fees or participant fees, for the current year 2023-2024;
  - c) All anticipated revenue sources and amounts you have applied for or anticipate for 2023-2024;
  - d) All actual IRA-funded expenses for this year, 2022-2023, if you have received IRA funding in the current year, and
  - e) All anticipated expenses for next year, 2023-2024, 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: Erika Beck  
William Watkins  
IRA Board