

**Instructionally Related Activities (IRA)
Budget Request Guidelines 2019-2020
Applications due by December 07, 2018**

The following guidelines are provided to clarify IRA funding criteria and will assist you in the preparation of your IRA budget request. To note, 10% of 2018-2019 IRA budget funds are reserved specifically to support new budget requests which may result in decreased funding for continuing IRA programs.

FUNDING PRIORITY

The highest priority for funding is generally given to the IRA programs involving students in all facets of their activities. Programs operated by faculty/staff for the benefit of students are generally given lower priority. Example: Online journals funded totally or in part from the IRA budget should be produced by students and the contents should include at least 95% student work. Online journals published by the faculty/staff for distribution to students will be given low priority. The name, class standing and major/department of those students who contribute their work to a journal must be printed in the online journal.

Because of limited funding available for Instructionally Related Activities, requests for funding of international travel and most requests for equipment purchases are generally not approved.

FUNDING RESTRICTIONS

- Field Trips will not be funded effective 2014/2015 except for *Forensics* and *Model United Nation*
- Requests for Student Assistant funding must include a description of the specific job duties which give students a beyond the classroom (extended), hands on educational experience (clerical work may not be eligible for funding).
- Effective 2014 – 2015 print versions of journals will not be funded. Journals need to transition completely to an on-line format. The IRA Advisory Board's Summarized Notes over the last several years have made reference to journals needing to have more of an on-line presence and printing fewer hard copies.
- Entire IRA budget allocations may not be pooled and carried over from year to year. A minimal amount of funds may be carried over as long as there is evidence that the balance of the funds are being spent to produce a product such as a journal, stage production, MA/MFA individual projects etc.

Should a project wish to carry over a significant percentage of their fund to the next budget year, the project coordinator is required to submit a written request

ATTACHMENT B

to the IRA Advisory Board. The Board will review the request, determine if it is appropriate and provide project coordinate with final decision. Any funds pooled by a project without written permission are subject to retrieval by the IRA advisory Board for redistribution in the next appropriate budget cycle.

- IRA funding may not be used for “tuitional” purposes, i.e. to support faculty positions, to pay guest faculty, guest artists, or honoraria.
- IRA funding may not be used to purchase food except as travel per diem.
- IRA funding will not be granted to support Department/College laboratories.
- IRA funds may only be used for approved expenditures. If funds are spent on items/services other than those that are approved, the project/journal may not be considered for future funding.
- If IRA funds are requested to purchase equipment, applicant must include a full justification for equipment need, its necessity towards the success of the program and why the purchase “must” be made with IRA funding. Also, information needs to be included in the proposal about the storage location, security and maintenance of the equipment.
- Projects submitting budget requests that are significantly larger than in previous years need to include an explanation (e.g. increased technical costs, online journal costs etc.).

REVENUE

IR programs are encouraged to earn revenue through admission charges or sales in order to provide additional funding for their programs and to maximize the distribution of IR funding (*see University Executive Directive #89-13 on the “Use of Buildings and Grounds” – Page 4 for guidelines on commercial activities on campus*). Revenue projections should be included in the budget request.

http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued%2089_13.v2_0.pdf

Office of the Provost and Vice President for Academic Affairs, December 2015

**Instructionally Related Activities (IRA)
Budget Request Guidelines 2019-2020
Applications due by December 07, 2018**

The following guidelines are provided to clarify IRA funding criteria and will assist you in the preparation of your IRA budget request. To note, 10% of 2018-2019 IRA budget funds are reserved specifically to support new budget requests which may result in decreased funding for continuing IRA programs.

FUNDING PRIORITY

The highest priority for funding is generally given to the IRA programs involving students in all facets of their activities. Programs operated by faculty/staff for the benefit of students are generally given lower priority. Example: Online journals funded totally or in part from the IRA budget should be produced by students and the contents should include at least 95% student work. Online journals published by the faculty/staff for distribution to students will be given low priority. The name, class standing and major/department of those students who contribute their work to a journal must be printed in the online journal.

Because of limited funding available for Instructionally Related Activities, requests for funding of international travel and most requests for equipment purchases are generally not approved.

FUNDING RESTRICTIONS

- Field Trips will not be funded effective 2014/2015 except for *Forensics* and *Model United Nation*
- Requests for Student Assistant funding must include a description of the specific job duties which give students a beyond the classroom (extended), hands on educational experience (clerical work may not be eligible for funding).
- Effective 2014 – 2015 print versions of journals will not be funded. Journals need to transition completely to an on-line format. The IRA Advisory Board's Summarized Notes over the last several years have made reference to journals needing to have more of an on-line presence and printing fewer hard copies.
- Entire IRA budget allocations may not be pooled and carried over from year to year. A minimal amount of funds may be carried over as long as there is evidence that the balance of the funds are being spent to produce a product such as a journal, stage production, MAMFA individual projects etc.

Should a project wish to carry over a significant percentage of their fund to the next budget year, the project coordinator is required to submit a written request

ATTACHMENT B

to the IRA Advisory Board. The Board will review the request, determine if it is appropriate and provide project coordinate with final decision. Any funds pooled by a project without written permission are subject to retrieval by the IRA advisory Board for redistribution in the next appropriate budget cycle.

- IRA funding may not be used for "tuitional" purposes, i.e. to support faculty positions, to pay guest faculty, guest artists, or honoraria.
- IRA funding may not be used to purchase food except as travel per diem.
- IRA funding will not be granted to support Department/College laboratories.
- IRA funds may only be used for approved expenditures. If funds are spent on items/services other than those that are approved, the project/journal may not be considered for future funding.
- If IRA funds are requested to purchase equipment, applicant must include a full justification for equipment need, its necessity towards the success of the program and why the purchase "must" be made with IRA funding. Also, information needs to be included in the proposal about the storage location, security and maintenance of the equipment.
- Projects submitting budget requests that are significantly larger than in previous years need to include an explanation (e.g. increased technical costs, online journal costs etc.).

REVENUE

IR programs are encouraged to earn revenue through admission charges or sales in order to provide additional funding for their programs and to maximize the distribution of IR funding (see *University Executive Directive #89-13 on the "Use of Buildings and Grounds"* – Page 4 for guidelines on commercial activities on campus). Revenue projections should be included in the budget request.

http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued%2089_13.v2_0.pdf

Office of the Provost and Vice President for Academic Affairs, December 2015