







### **PART III – JUSTIFICATION FOR 2019-2020 IRA BUDGET REQUEST**

*Instructionally Related Activities (IRA) are out-of-class experiences that enrich student life and learning. They are at least partially sponsored by an academic discipline or instructional department and their content is related to that discipline's curriculum. Activities that are considered essential to a quality educational program and an important instructional experience for enrolled students will be considered.*

#### **1. Program Description**

*Explain how the proposed IR program fits the definition of IRA provided above. Describe the proposed program activities, objectives, significance of these activities to the students involved, and the importance of this program to the formal academic offerings of the college.*

#### **2. What are the top three objectives your IRA program hopes to achieve? How will your program activities meet or supplement these objectives?**

*Number each objective and provide a brief explanation.*

#### **3. Provide justification if your 2018-2019 IRA budget request includes any of the following: Use the Supplemental Report section at the end of this application if you need more room.**

##### **a. A printed journal/publication**

*Online journals will be given funding priority. Journals that are predominantly paper may not be eligible for funding. However, if there is evidence and a plan for transition and /or rationale as to why a printed publication vs online is essential, the project may be considered. Briefly describe your plan, if any, for transitioning to an online journal. Include the number of issues/copies that you plan on producing and a link to the course description that is involved in the production.*

**b. A request to roll over a portion of the budget from a previous year (up to 10%)**

*Provide justification that the IRA funds will be used to produce a product such as an online journal, stage production, or MA/MFA individual projects. Note: If the budget request includes a rollover of more than 10% to the next budget year, the program coordinator must submit a request in the Supplemental Report section at the end of the application.*

**c. The 2019-2020 IRA budget request is more than 10% greater than your requested last year**

*Provide justification, using metrics to demonstrate why your budget should be increased.*

**d. The IRA budget request includes the hiring of a student assistant(s)**

*Include a description of the specific job duties that give the student assistants a beyond the classroom (extended) hands-on educational experience. General clerical will not be considered for funding.*

**4. 2019-2020 IRA Budget Request Justification**

*Prior to submitting your 2018-2019 budget request, each item should include justification as to how it fits into the definition of Instructionally Related Activities. The actual amount of the request will be entered into the budget worksheet that follows.*

**Supplies:**

Office Supplies

Item(s):

Justification:

\$

Other Supplies

Item(s):	
Justification:	
	\$

**Personnel Costs:**

Clerical

	\$

Technical

	\$

Other Personnel Costs

	\$

**Professional Services:**

Printing

	\$

Advertising

	\$
--	----

Other Professional Services

	\$
--	----

**Travel:** *List travel costs and how they fit within the scope of the IRA definition. Note: IRA funds will be only be considered for field trips related to Forensics and Model United Nations. For more information in the [IRA Travel Guidelines](#).*

Transportation

	\$
--	----

Lodging

	\$
--	----

Per Diem

	\$
--	----

**Facility Rental:**

On-Campus Facilities

	\$
--	----

Off-Campus Facilities

	\$
--	----

**Equipment:**

Equipment Purchase

	\$
--	----

Equipment Rental

	\$
--	----

**Other:** *Miscellaneous Expenses*

	\$
--	----

### 5. 2019-2020 IRA Budget Request

Outline each of the major costs associated with the IRA program, and the budget you are requesting for the upcoming budget cycle.

Item Costs	Amount spent last year 2017 - 2018 Actual Expenditures	Current year budget 2018 - 2019 Budget Allocation	Request for next year 2019 – 2020 Budget Request
<b>Supplies<sup>1</sup></b>			
Office Supplies	\$	\$	\$
Other Supplies	\$	\$	\$
<b>Personnel Costs<sup>2</sup></b>			
Clerical Support	\$	\$	\$
Technical Support	\$	\$	\$
Other Personnel Costs	\$	\$	\$
<b>Professional Services</b>			
Printing	\$	\$	\$
Advertising	\$	\$	\$
Other Professional Services	\$	\$	\$
<b>Travel</b>			
Transportation	\$	\$	\$
Lodging	\$	\$	\$
Per Diem	\$	\$	\$
<b>Facility Rental</b>			
On-Campus Facilities	\$	\$	\$
Off-Campus Facilities	\$	\$	\$
<input type="checkbox"/> Technical Support Included <input type="checkbox"/> Custodial Support Included			
<b>Equipment<sup>3</sup></b>			
Equipment Purchase	\$	\$	\$
Equipment Rental	\$	\$	\$
<b>Other</b>			
Miscellaneous Expenses	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$
<b>Total Revenue</b>	\$	\$	
<b>Total Requested</b>	\$	\$	
<b>Anticipated Revenue:</b> Anticipated Carry-Over from 2017-2018: \$ _____ Ticket/Journal Sales: \$ _____ Fundraising Activities: \$ _____ Other: \$ _____			
<b>Total Anticipated Revenue</b>			
<b>Total Request for 2019-2020 (Total Expenses minus Anticipated Revenue):</b>			\$

<sup>1</sup> **Supplies** are defined as perishables. Office supplies include paper, pens, file folders, computer supplies and software, etc. Other supplies include video & audio tapes, cables, lumber, chemicals, fabric, etc.

<sup>2</sup> **Personnel Costs** cannot include payment of salary for faculty, guest faculty, guest artists or honorarium. (Justification needed to use IRA funds for student assistants.)

<sup>3</sup> **Equipment** is defined as durable goods with a value of \$100 or more. Equipment is considered to be permanent and does not require restocking except in the case of upgrades and/or replacements. (Security/Storage plans must be provided.)

## PART IV – 2017-2018 PROGRAM ACTIVITY REPORT FUNDING

Reviewers use this section to assess the feasibility of the 2019-2020 IRA budget request based on results from the 2017-2018 IRA program outcomes. Use the Supplemental Report section at the end of this application if you need more room.

### SECTION A – NARRATIVE REPORT

**What did the students in this program accomplish? Be specific and map back to the objectives as stated in your 2017-2018 IRA budget request.**

*List 2017-2018 objectives and address each one separately.*

**What were the program outcomes? Did the program accomplish what was proposed?**

### SECTION B – 2017-2018 BUDGET SUMMARY (Last Year):

(1)	Beginning Balance (Carry-over from 2016-2017):	\$
(2)	2017-2018 Budget Allocation	\$
(3)	2017-2018 Total Expenditures	\$
(4)	Carry-over into 2018-2019 [1 + 2 - 3]:	\$

**List the names of the individual students and the amount of funding each received from the 2017-2018 IRA budget for individual project allocation.**

--

**If no individual allocations were made, include a list of the direct participants that benefitted from the 2017-2018 IRA funding.**

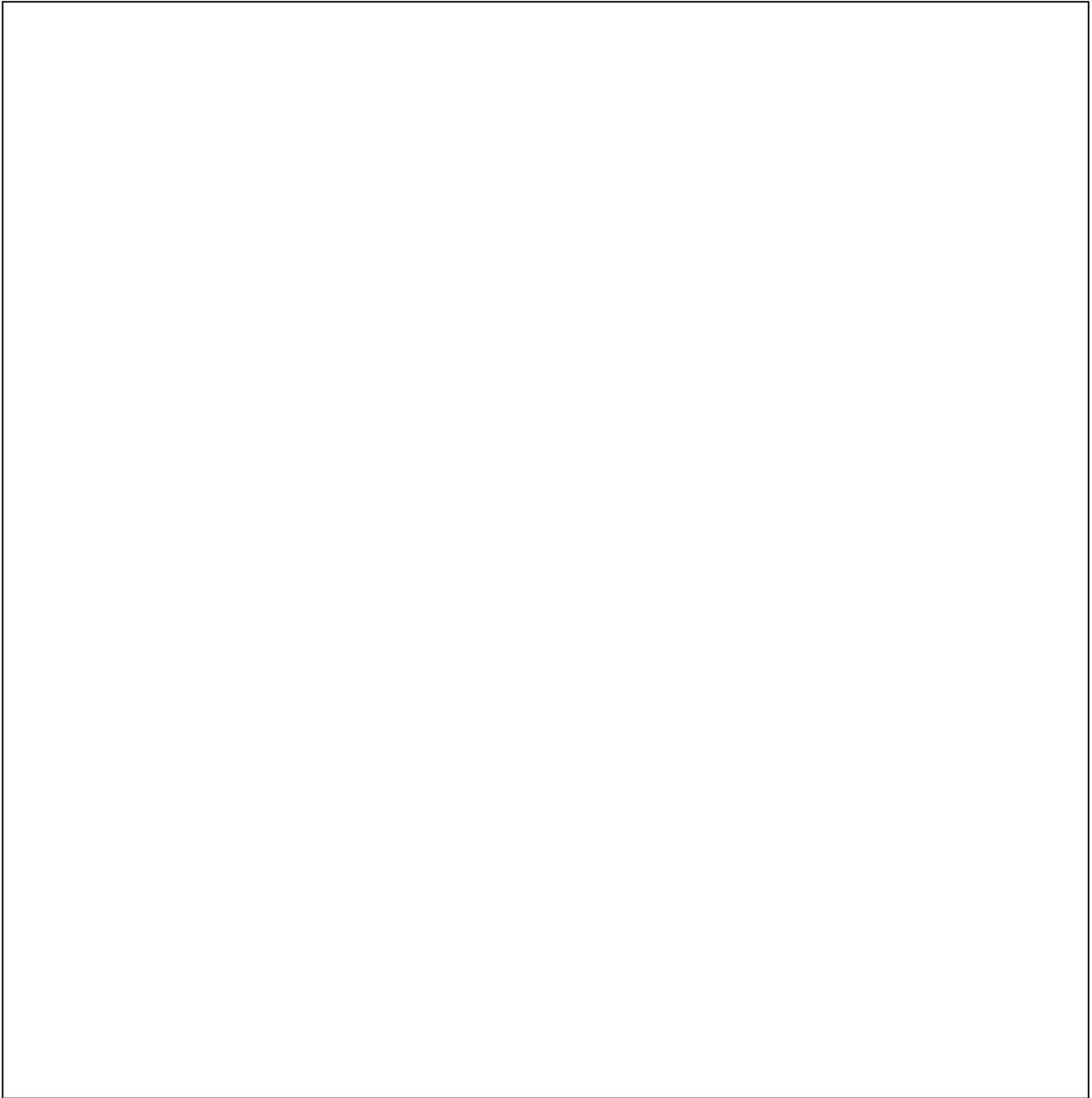
--

**If the IRA board members indicated concerns related to your 2017-2018 program in their budget notes, list each concern and how it was addressed, be specific.**

--

**SECTION C – SUPPLEMENTAL REPORT**

*Use this space to finish your application.*

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to provide supplemental information to complete their application.

**ATTACHMENT C - IRA BUDGET WORKSHEET FOR 2017-2018 (As of 6-30-2018)**

Attach [IRA Budget Worksheet](#) for 2017-2018 to the Proposal packet.

