Instructionally Related Activities (IRA)
Budget Request Guidelines

The following guidelines are provided to clarify IRA funding criteria and to assist you in the preparation of your IRA budget request. Approximately 10% of the IRA budget funds are reserved specifically to support new budget requests.

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 lower 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.

FUNDING RESTRICTIONS

• Requests for Student Assistant funding must include a description of the specific job duties that give students an 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.

• Entire IRA budget allocations may not be pooled and/or 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 to the IRA Advisory Board. The Advisory Board will review the request, determine if it is appropriate and provide project coordinator with a 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 funds may only be used for approved expenditures. IRA funds spent on unapproved expenditures may jeopardize future funding.

• If IRA funds are requested to purchase equipment, applicants must include:
  o A full justification for equipment need;
  o Its necessity towards the success of the program;
- Why the purchase must be made with IRA funding; and
- Storage location, security and maintenance plans for the equipment.

- Projects submitting budget requests that are significantly larger than requests in previous years need to include an explanation for the increase.

- IRA funds may be used to support travel for individual students in accordance with the Independent Student Travel Guidelines and Procedures.

- IRA funds may be used to support faculty travel expenses related to instructionally related student activities. Such requests will be decided on a case by case basis.

**REVENUE**

Where applicable, IRA funding requestors are encouraged to earn revenue in order to provide additional funding for their programs, and to maximize the distribution of IRA fee 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.

*Updated by the Office of the Vice President for SAEM for SFAC, 4/27/2020*