

# SAN FRANCISCO STATE UNIVERSITY INSTRUCTIONALLY RELATED ACTIVITIES (IRA) BUDGET REQUEST for AY 2023/2024

## PART I – GENERAL INFORMATION

**Definition:** 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. Proposals must demonstrate clearly that the IRA program involves students in all facets of the program activities.

**This application is for:**       New Program  
 Continuing Program (with or without carryover)       Continuing Program Carryover ONLY

IRA Program Name:	
College:	
Department:	
Faculty/Program Coordinator:	
Email & Phone Number:	
Budget Request Preparer:	
Email & Phone Number of Preparer:	
Department ID#:	
Program Trust Account# (TA###):	
Total Amount of IRA Request	

### Submission Instructions

**All information requested above is required.** New Programs should work with their College Dean offices to establish a Trust Account and provide the account number as soon as possible. Completed applications are to be emailed as attachments to: [vpsa@sfsu.edu](mailto:vpsa@sfsu.edu) no later than **5:00pm on Tuesday, January 17, 2023**. Attached applications should be titled as follows: *<insert program name> IRA Budget Request for AY 2023-24*. The email subject should be the same as the title of the attachment. Example email header:

To: [vpsa@sfsu.edu](mailto:vpsa@sfsu.edu)  
From: *sender's information*  
Subject: *<insert program name> IRA Budget Request for AY 2023-24*  
Attachment(s): *<insert program name> IRA Budget Request for AY 2023-24*

**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. Planned spending is based on the allocation, not the original proposal.

Previous IRA Allocations: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Item Costs	Last Year 2021 – 2022 Actual Expenditures	This Year 2022 – 2023 Anticipated Spending	Next Year 2023 – 2024 Budget Request
<b>Supplies</b> <span style="float: right;">(auto fill from pages 6-9)</span>			
Office Supplies	\$ _____	\$ _____	\$ _____
Other Supplies	\$ _____	\$ _____	\$ _____
<b>Personnel Costs</b>			
Technical Support	\$ _____	\$ _____	\$ _____
Other Personnel Costs	\$ _____	\$ _____	\$ _____
<b>Professional Services</b>			
Printing and Advertising	\$ _____	\$ _____	\$ _____
Other Professional Services	\$ _____	\$ _____	\$ _____
<b>Travel</b>			
Transportation	\$ _____	\$ _____	\$ _____
Lodging	\$ _____	\$ _____	\$ _____
Per Diem	\$ _____	\$ _____	\$ _____
<b>Facility Rental</b>			
On-Campus Facilities	\$ _____	\$ _____	\$ _____
Off-Campus Facilities	\$ _____	\$ _____	\$ _____
		Technical Support Included	Custodial Support Included
<b>Equipment</b>			
Equipment Purchase	\$ _____	\$ _____	\$ _____
Equipment Rental	\$ _____	\$ _____	\$ _____
<b>Other</b>			
Miscellaneous Expenses	\$ _____	\$ _____	\$ _____
<b>Total Expenses</b> (auto calculate)	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	
<b>Rollover from Prior Year</b>	\$ _____	\$ _____	
<b>Other Revenues*</b>	\$ _____	\$ _____	\$ _____
<b>Funds remaining</b> (auto calculate)	\$ _____	\$ _____	

**Total IRA Budget Request** \$ \_\_\_\_\_

\*Please use this space to specifically identify any other revenue sources

## PART II – AFFILIATED COURSES AND PARTICIPANTS

*Use the Supplemental Report page at the end of this application if more space is needed.*

### 1. Direct Participants

Course Number	Course Title	Assigned Faculty	# of Sections Per Year	# of Enrolled Students
<b>Total Number of Sections and Direct Participants:</b>				

**Indirect Participants:** *Many students and community members may indirectly benefit from your IRA program. Please supply IRA program information to demonstrate how participants may indirectly benefit from or receive IRA funds.*

## PART III – JUSTIFICATION FOR IRA BUDGET REQUEST

### 1. Program Description

*Explain how the proposed IRA program fits the definition of an 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 objectives your IRA program hopes to achieve (list up to three)? How will your program activities meet or supplement these objectives?

*Number each objective and provide a brief explanation.*

### 3. Provide justification if your IRA budget request includes any of the following *(please be mindful of limitations noted in the [IRA Budget Request Guidelines](#)):*

#### a. A printed journal/publication

*Printed journals/publications are not generally eligible for funding. However, if there is a viable plan for transition to an electronic medium, 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 platform. 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 or explanation for why previously allocated IRA funds were not used and need to be extended into the next year.*

**c. The IRA budget request is more than 110% of your last allocation**

*Provide justification, using metrics to demonstrate why your budget should be increased. Be sure to report the previous allocation, even if that was more than one or two years ago.*

**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 assistant(s) a beyond-the-classroom, (extended) hands-on educational experience. **General clerical tasks will not be considered.***

**4. IRA Budget Request Justification**

*Justify each item in your budget as to how it fits into the definition of Instructionally Related Activities. Programs are encouraged to reach out to other departments/units to seek opportunities for collaboration and other support whenever possible. Such partnerships should be specifically noted in this application.*

**Supplies:** *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.*

Office Supplies

Item(s):	
Justification:	
	\$

Other Supplies

Item(s):	
Justification:	
	\$

**Personnel Costs with description of duties:** *Personnel Costs cannot include payment of salary for faculty, guest faculty, guest artists nor honorariums. (Justification is needed to use IRA funds for student assistants.)*

Technical

	\$

Other Personnel Costs

	\$

**Professional Services:**

Printing & Advertising

	\$
--	----

Other Professional Services

	\$
--	----

**Travel:**

*IRA funds may be used to support faculty travel expenses associated with instructionally related activities. Such requests will be decided on a case-by-case basis. All travel must follow [CSU Travel Procedures](#) including defensive driver training (where applicable). Please refer to the Provost's office for individual [Student IRA Travel](#) guidelines and procedures for additional information.*

Transportation

	\$
--	----

Lodging

	\$
--	----

Per Diem

	\$
--	----

**Facility Rental:** *please state if the facility rental costs include technical and/or custodial support*

On-Campus Facilities

	\$
--	----

Off-Campus Facilities

	\$
--	----

**Equipment:** *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. **Required** - Please include your plans for storage, security and maintenance of all equipment that is to be purchased. Programs are encouraged to reach out to other departments/campus units to seek opportunities for collaboration and other support whenever possible. Such partnerships should be specifically noted in this application.*

Equipment Purchase

	\$
--	----



Equipment Rental

	\$
--	----

**Other:** Miscellaneous Expenses – please be as specific as possible.

	\$
--	----

## **PART IV – PROGRAM ACTIVITY REPORT FUNDING**

*Reviewers use this section to assess the feasibility of this IRA budget request based on results from last year's IRA program outcomes.*

### **SECTION A – NARRATIVE REPORT**

**What did the students in this program accomplish last year, or the last time the program received IRA funding? Be specific and map back to the objectives as stated in your previous IRA budget request. Did the program accomplish what was proposed?**

*List program objectives and address each one separately.*

--

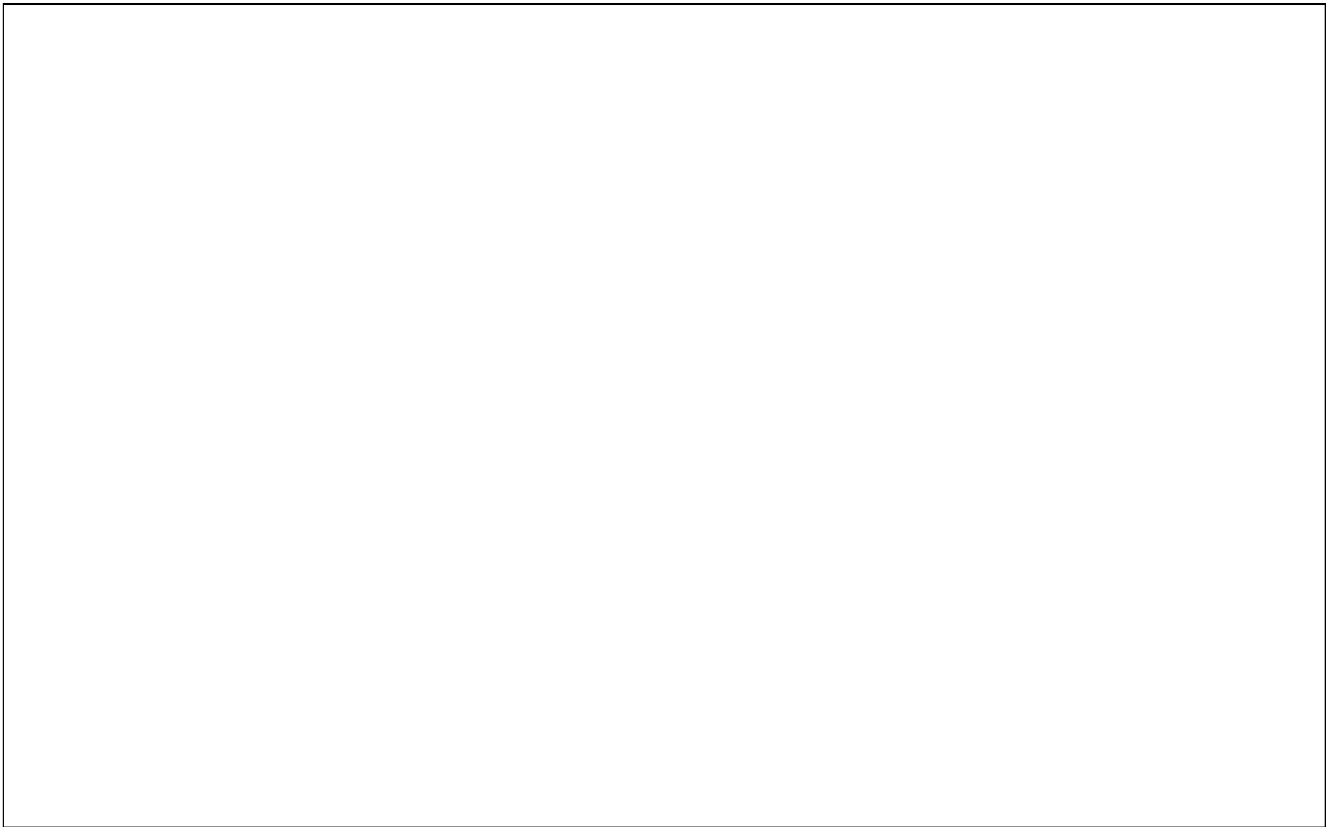
**List the names of the individual students and the amount of funding each received from the IRA budget for individual project allocation. (If applicable)**

**If no individual allocations were made, describe the direct participants who benefitted from the IRA funding. If this is not feasible, please explain.**

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

**SECTION C – SUPPLEMENTAL REPORT**

*Use this space to finish other sections of your application and/or to provide supplemental information.*

A large, empty rectangular box with a thin black border, occupying the majority of the page below the introductory text. It is intended for the user to provide supplemental information or complete other sections of their application.

**ATTACHMENT C - IRA BUDGET WORKSHEET FOR AY 2021-2022**

*Attach the Excel worksheet [IRA Budget Worksheet](#) for 2021-2022 to the application.*