

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. Availability of IRA funds is dependent on student enrollment.

The IRA Advisory Board is commissioned by the Student Fee Advisory Committee (SFAC) to review IRA requests. Ultimately, the IRA Advisory Board will forward recommendations to SFAC for consideration and further endorsement before being advanced to the President for final review and action (see SFSU's Procedures to Implement California State University Student Fee Policy –Executive Order 1102). Fee allocation decisions are guided by and follow procedures and criteria which are viewpoint neutral in nature. Applications and program activities are evaluated based on whether they are essential to a quality educational program and provide important instructional experiences for students enrolled in the respective programs. Applicants can appeal funding decisions within the specified timeframe.

FUNDING PRIORITY

The highest priority for funding is generally given to 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. For 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 faculty/staff for distribution to students will be given lower priority. The names, 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 generate a product, such as a journal, stage production, MA/MFA individual projects, etc. Should an IRA program wish to carry over a significant percentage of its fund to the next budget year, the program 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 the program coordinator with a final decision. Any funds pooled by a program without written permission may be 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, or 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. Spending IRA funds on unauthorized expenditures may jeopardize future funding.
- If IRA funds are requested to purchase equipment, applicants must include:
 - A full justification for equipment need;
 - Its necessity towards the success of the program;
 - Why the purchase must be made with IRA funding;
 - A price quote from the vendor; and
 - Storage location, security and maintenance plans for the equipment.
- Programs submitting budget requests that are significantly larger than allocations 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. Note that overlap in IRA funding is prohibited: a student will not be funded for independent travel if the student is eligible to receive funds to attend the same event through any IRA-funded program (e.g. Forensics).
- IRA funds may be used to support faculty travel expenses associated with 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, 8/7/2020