

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

Academic Year 2025-2026

FUNDING REQUEST INSTRUCTIONS

Application Deadline: Friday, April 4, 2025

IMPORTANT REMINDERS

- Submit funding request and all materials electronically to the IRA Advisory Committee via email to: **Samantha Koekemoer** skoekemoer@csu.edu
- Requests are for activities for the 2025 - 26 academic year.
- All instructionally related activities included in a proposal must be endorsed by a faculty member or member of the Academic Affairs or Student Affairs staff. The faculty or staff member endorsing the activity will be responsible for the proper use of the funds.
- Student clubs who are provided money from IRA must be officially recognized as clubs by ASCMA for the 2025 - 26 academic year.
- Applications should be in Word or PDF format, using the **2025 - 26 IRA application form** (for your budget you may use Excel).
- The application **must be approved by your Department Chair/Supervisor and appropriate Dean or Administrator** prior to submission.
- Not all programs nor all components of an event may receive funding. Please read the FAQs listed below for important information about how to submit a proposal and the criteria that the selection committee will use to fund requests.
- As IRA funds are limited, applicants are encouraged to look for other sources of funding such as Department, School, or Division funds.
- Applicants may be required to meet with the IRA Advisory Committee to explain their request.
- All field trip requests must comply with Executive Order 1062 <http://www.calstate.edu/eo/EO-1062.html> and Cal Maritime policy on Field Trips.
- All requests involving travel must comply with Executive Order 1041 <https://calstate.policystat.com/policy/6591007/latest> and Cal Maritime Field Trip and Off-Campus Activity Guidelines <https://www.csum.edu/safety/academic-field-trips-guidelines.html>.
- Contact **Graham Benton** GBenton@csu.edu, IRA Committee Convener, if you have any questions about submissions.

Instructionally Related Activities (IRA)

FAQs: Development of IRA Proposals and Proper Use of IRA Funds

Where do the IRA funds come from?

Students pay an IRA fee at the time of tuition payment to provide financial support for specified instructionally related activities.

What types of programs/projects can receive IRA funding?

IRA funds can only be used for “instructionally related activities” that enrich student learning and contribute to quality educational and instructional experiences.

What is the definition of an instructionally related activity that is acceptable for funding?

According to [California Education Code 89230](#): “Instructionally related activities mean those activities and laboratory experiences that are at least partially sponsored by an academic discipline or department and that are.... integrally related to its formal instructional offerings.

Activities that are considered to be essential to a quality educational program and an important instructional experience for any student enrolled in the respective program may be considered instructionally related activities.”

Is student travel eligible for IRA funds?

Student travel may be funded through the IRA fund in accordance with student travel guidelines and instructionally related activities guidelines indicated here. Student travel will be funded only if certain conditions are met and the request is approved in advance by the appropriate administrator (e.g., Dean or Athletic Director).

What are the criteria for receiving IRA funding?

- The program/activity description is clearly articulated with a clear budget that indicates how funds will be used.
- The program/activity is clearly connected to the academic mission of and is supported by the division, school, and/or department, as confirmed by the appropriate Administrator.
- The program/activity is clearly affiliated with one or more identified course(s) or major(s)/minor(s), though participation in the program/activity may occur outside an organized instructional setting.
- Learning outcomes are defined for students participating in the program/activity and a clear assessment plan is provided to ensure activities meet those outcomes.
- One or more students will participate directly in the program/activity and be enriched by the experience. Note that the number of students expected to benefit from the proposed activity is considered by the IRA Advisory Committee when making recommendations for funding.
- There is evidence of, or a plan for, sound financial management of the program/activity.

- Programs that receive revenue (ticket sales, etc.) must include revenue projections in budget requests and any other possible funding sources.

What types of programs/projects are eligible for IRA funding?

Radio, television, film

Costs related to the provisions of basic "hands-on" experiences not provided by the state.

Note: Purchase or rental of films as instructional aids will not be funded.

Music, theater, and dance performance

Costs to provide experience in individual and group performance, including recitals before audiences and in varied settings to familiarize students with a rich experience of the performing field. Basic support of theatrical and musical activities, not only in actual performance but in production, direction, set design, and other elements considered a part of professional training in these fields.

Forensics

Activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.

Field trips

Field trips associated with regularly scheduled courses as well as other educational activities such as Model United Nations or academically related student clubs such as debate (forensics). Student clubs already receiving funding from ASCMA must report that funding on the proposal form.

Other activities

Activities associated with other instructional areas that are consistent with purposes included in the above may be approved.

What are some of the restrictions that apply to IRA funding?

Student assistants

Programs/projects that include funding for student assistants must include a description of the specific job duties which give students a beyond-the-classroom (extended) hands-on educational experience. General clerical work will not be considered for funding. Note that the number of students expected to benefit from the proposed activity is considered by the IRA Advisory Committee when making recommendations for funding.

Carry over funding

IRA budget allocations cannot be carried over from year to year. Unspent budget allocations will be reverted to the IRA Fund.

Other funding sources

IRA funding may not be used for purposes that are traditionally funded by tuition or State of California general funds, i.e., to pay guest faculty, guest artists, or honoraria. Other sources

of funding for the activity must be identified in the application. Double funding for the same activity will not be supported.

Food

IRA funding cannot be used to purchase food except as a reimbursement for meal expenditures during overnight travel, in accordance with CSU and Cal Maritime travel policies <https://www.csum.edu/fiscal-services/concur.html>. Meals without travel need to submit and have approved prior to the event a “Hospitality Expense Justification Form” found here: <https://www.csum.edu/fiscal-services/forms.html>

Please review campus policy before including meals in an IRA proposal.

Laboratories

Funds may not be used to construct or develop laboratory facilities but may be used to purchase materials or supplies to enhance laboratory educational activities for students.

Unapproved expenditures

Funds cannot be used to purchase materials, supplies and/or equipment that will be primarily or totally used by faculty including iPads or computers for teaching, or to support faculty travel, stipends, or other payments.

Funds may not be used to purchase textbooks.

Funds may not be used to pay for the participation or outfitting of non-Cal Maritime students.

If funds are spent on items/services other than those that are approved, the funds must be refunded to the University and the project may not be considered for future funding without justification.

Conference Participation

Funds may not be used to attend conferences unless the conference includes competitions or other activities in which students participate directly.

Capital Projects

Funds cannot be used for capital expenditures, such as those related to land acquisition, construction of new facilities, or remodeling of existing facilities.

What are *examples* of previously funded IRA activities at Cal Maritime?

- Field trips for courses
- Student research poster materials
- Student travel to the SNAME convention
- Speech and Debate Club travel for competitions
- Intercollegiate athletics travel
- Engineering capstone project supplies
- Transportation to the Panetta Lecture Series
- Student travel to professional conferences



Do students have a say in how their IRA fees are spent?

Yes. Students make up at least one-half the voting membership of the IRA Advisory Committee, which plays a key role in determining which IRA programs are recognized and in recommending funding.

How does a program/project receive IRA support?

Calls for IRA proposals go out in the Spring semester. All proposals must be approved by the Department Chair/Supervisor and Dean or Director prior to submission.

Review of applications is by the IRA Advisory Committee. The IRA Advisory Committee forwards recommendations to the Office of the Executive Dean for consideration and final approval.

Who serves on the IRA Advisory Committee?

- Three students recommended by student leadership.
- Three faculty members recommended by the Executive Committee of the Faculty Senate.
- One designee appointed by the Executive Dean to act as convener (non-voting).