

**IRA Application**  
**2021-22 Academic Year**  
**COVER SHEET**

***By completing and submitting the attached IRA Request, I certify that I have read and will follow Executive Orders 1062 and 1041, as well as Cal Maritime Field Trip and Off-Campus Activity Guidelines (see IRA Academic Year 2021-22 Funding Request Instructions).***

Submit this Cover Sheet and your completed IRA Request Form, along with accompanying documents (if appropriate), electronically to Sianna Brito at [sbrito@sum.edu](mailto:sbrito@sum.edu) by **Monday, April 26, 5:00 p.m.** Awardees will be notified after the 2021/22 budget has received final approval, typically in August.

Name of Program Activity: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Name of Sponsor, if different: \_\_\_\_\_

Location of IRA Activity \_\_\_\_\_ Date of IRA activity \_\_\_\_\_

Approval of Department Chair/ Supervisor:

\_\_\_\_\_  
 Name (please print) Signature

Name and Approval of Dean (or VP if applicant is outside Academic Affairs):

\_\_\_\_\_  
 Name (please print) Signature

**TOTAL AMOUNT REQUESTED:** \_\_\_\_\_

\_\_\_\_\_  
*Do Not Write Below This Line* *For Office Use Only*

Disposition of IRA Committee Recommended: amount: \$ \_\_\_\_\_ Not Recommended

\_\_\_\_\_  
*Signature, IRA Committee Chair* *Date*

**Provost**       Approved     Denied      \_\_\_\_\_  
Signature

**VPAF**         Approved     Denied      \_\_\_\_\_  
Signature

**2020-21 IRA Application**

**1. DESCRIPTION OF PROPOSED IRA ACTIVITY:**

**2. DESCRIPTION OF PROPOSED ALTERNATIVE ASSIGNMENT (for students who might be unable to participate in the activity):**

**3. PROPOSED BUDGET: Complete the following table(s) and include details as needed.**

<b>Supplies</b>	<b>2021/22 Budget Request</b>	<b>Details</b>
Office Supplies (provide details)		
Other Supplies (provide details)		
<b>Professional Services</b>		
Printing		
Advertising		
Other Professional Services (provide details)		
<b>Student Travel</b>		
Transportation		
Lodging		
Meals		
<b>Facility Rental</b>		
Off-campus Facilities (provide details)		
<b>Equipment</b>		
Equipment Purchase (provide details)		
Equipment Rental (provide details)		
<b>Other</b>		
Miscellaneous Expenses (provide details)		
<b>Total Expenses</b>	\$	
<b>Total Revenue*</b>		
<b>Total Requested**</b>	\$	

\*Subtract expected ticket sale or other revenues from expenses, if applicable, and enter difference in Total Requested.

\*\*Enter total amount requested on the first page of the cover sheet.



**FACULTY/STAFF TRAVEL BUDGET**

Complete the following table if proposed activity includes out-of-state or overnight travel. Out-of-state or overnight field trips require a faculty or staff member in attendance, but IRA funds may not be used for faculty/staff expenses. Non-IRA funding for faculty or staff travel must be earmarked and approved by appropriate dean or other authorizing official.

Faculty/Staff Travel	Budget	Details
Transportation		
Lodging		
Meals		
<b>Total non-IRA Travel Expenses</b>		

Source of faculty/staff travel funds: \_\_\_\_\_

**Authorizing official (Dean or VPSA):**

\_\_\_\_\_  
Name and Title (please print) Signature

**4. NUMBER OF CAL MARITIME STUDENTS EXPECTED TO PARTICIPATE:**

**5. ACADEMIC COURSES, DISCIPLINES, OR DEPARTMENTS AFFILIATED WITH ACTIVITY:**

**6. OTHER POSSIBLE FUNDING SOURCES:**

**7. ADVANCEMENT OF CAL MARITIME’S MISSION:**

**8. STUDENT LEARNING OBJECTIVES:**

Please state two (2) Program or Institution-Wide Learning Objectives that will be addressed by the proposed activity.

**9. ASSESSMENT/EVALUATION:**

Please indicate how the proposed activity will be assessed or evaluated for learning effectiveness.