

## INSTRUCTIONALLY RELATED ACTIVITIES

### Academic Year 2020-2021 FUNDING REQUEST INSTRUCTIONS

**Application Deadline: Monday, April 26, 5:00 p.m.**

#### IMPORTANT REMINDERS

- Submit funding request and all materials electronically to the IRA Advisory Committee via email to Sianna Brito ([sbrito@csu.edu](mailto:sbrito@csu.edu)).
- Requests are for activities for the 2020-21 academic year.
- All instructionally related activities included in a proposal must be endorsed by a faculty member or member of the academic 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 2020-21 academic year.
- Applications should be in Word or PDF format, using the 2020-21 IRA application form .
- The application must be approved by your Department Chair/Supervisor and appropriate Dean or VP 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 <http://www.calstate.edu/EO/EO-1041.html>, and Cal Maritime Field Trip and Off-Campus Activity Guidelines <https://www.csum.edu/web/safety/37>.
- Contact Michele Van Hoeck ([mvanhoeck@csu.edu](mailto:mvanhoeck@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: “Instructionally related activities means 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 enrolled students will be considered.

#### **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, Athletic Director, or Vice President).

#### **What is 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 Dean or Vice President.
- 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 are meeting 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 may be considered by the IRA Advisory Committee when making their 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 request 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.

### **Other activities**

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

### **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.

### **Student Assistants**

Programs/projects that include funding for a student assistant(s) 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.

### **Carry Over Funding**

IRA budget allocations may not be carried over from year to year. Unspent budget allocations will revert 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 support faculty positions, to pay guest faculty, guest artists, or honoraria. Other sources of funding for the activity must be identified on the application. Double funding for the same activity will not be supported.

### **Food**

IRA funding cannot be used to purchase food except as a travel per diem in exceptional circumstances.

### **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 may not 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.

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

- Field Trips for Courses
- Senior Research Poster Materials
- SNAME Convention Travel
- 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?**

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 have approval of the Department Chair/Supervisor and Dean or VP prior to submission. Review of applications is by the IRA Advisory Committee. The IRA Advisory Committee forwards recommendations to the Provost and to the VP of Administration and Finance for consideration for approval.

### **Who serves on the IRA Advisory Committee?**

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