

IRA Application
2023-24 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 2023-24 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 by Friday, **April 14, 2023 5:00 p.m.** Awardees will be notified after the 23/24 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

2023-24 IRA Application

Please attach separate description if space is needed

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.

Supplies	2023/24 Budget Request	Details
Office Supplies (provide details)		
Other Supplies (provide details)		
Professional Services		
Printing		
Advertising		
Other Professional Services (provide details)		
Student Travel		
Transportation		
Lodging		
Meals		
Facility Rental		
Off-campus Facilities (provide details)		
Equipment		
Equipment Purchase (provide details)		
Equipment Rental (provide details)		
Other		
Miscellaneous Expenses (provide details)		
Total Expenses	\$	
Total Revenue*		
Total Requested**	\$	

*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 another authorizing official.

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

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.