

**IRA TIMELINE**  
**2017-2018 Budget Year**

October/November	IRA team works with Marketing to ensure IRA website is up to date, ensure online presentation is prepped and finalize plans for in-person orientation.  Send out email request for proposals to all faculty and management. New and returning programs are required to attend in-person orientation.
October 28: 9 am – 12 pm or 1 pm – 4 pm November 4: 9 am – 12 pm or 1 pm – 4 pm	IRA Funding Proposal Orientation (in person).
<b>February 10, 2017 (Friday)</b>	<b>Budget proposals due by 5:00 pm!</b>  Budget proposals must have signature of approval from the Dean and Department Chair of the program's respective college.  All proposals are placed on Dropbox for distribution and review by the Committee.
February 17: 9:00 am – 3:00 pm <i>TSU Presidents' Room</i>	Spring Kick-Off Meeting: Committee training, division of requests for review by Committee members.
March 3: 9:00 am – 3:00 pm <i>TSU Presidents' Room</i>	Deliberations
March 10: 9:00 am – 3:00 pm <i>TSU Presidents' Room</i>	Deliberations
March 17: 9:00 am – 3:00 pm (if needed) <i>TSU Presidents' Room</i>	Deliberations
March – April	IRA team finalizes budget and ASI Administration prepares IRA budget for submission to University President.  Budget is forwarded to Vice President of Student Affairs (Dr. Eanes) for consideration and approval.
<i>Spring Break (March 27<sup>th</sup> – April 2<sup>nd</sup>)</i>	
April 17, 2017 April 21, 2017	Mandatory Post-Award Orientation for all IRA funding recipients