IRA FUNDING
PROPOSAL SUBMISSION
ORIENTATION

January 2015
WHY ARE WE HOLDING THIS MEETING?

- Review of IRA process, including:
  - Funding application forms
  - Various policies and procedures
- Clarification: IRA is not ASI, this is University Fee. ASI helps administer for campus. Campus policies and procedures apply!
  - Committee is comprised of both students and faculty
The number of programs requesting IRA funding has grown substantially.

- In 2006, $1.8 million was awarded to 47 programs
- In 2010, $1.9 million was awarded to 72 programs
- In 2011, $2.2 million was awarded to 88 programs
- In 2012, $2.7 million was awarded to 95 programs
- In 2013, almost $3 million
- In 2014, started off $3.3 million with 97 programs

Fall 2010 - Successful IRA Fee Referendum, which increased the former $26 per semester fee to $36.
IRA TIMELINE

- **January 2015**
  - IRA Funding Proposal Submission Orientation – For new programs

- **February 9, 5:00 pm**
  - Funding requests due

- **February 20**
  - IRA Committee convenes and determines which programs it wants to see for ten-minute presentations
IRA TIMELINE

- **March 6, 20, 27**
  - Presentations/Deliberations

- **April 10, 17**
  - IRA Committee deliberates on IRA Budget

- **May**
  - IRA Budget forwarded to VP of Student Affairs on behalf of University President for final approval

- **June 1 (Forward)**
  - ASI Vice President of Finance and IRA Committee Chair communicates to all programs about funds awarded
GENERAL CRITERIA FOR FUNDING

- Funded activity must be required for a class where residential academic credit is earned.

- Must be closely related to and/or in support of the classroom study of students.
GENERAL CRITERIA FOR FUNDING

- **Must be experiential.**
  - A class which instructs through planned and supervised activities would be eligible
  - A class which instructs through lectures, seminars, and individual projects would not be eligible

- **Active student participation required.**
  - Travel to conferences, exhibitions, concerts, or meetings is fundable only when students are presenting, performing, competing, or otherwise actively engaged
GENERAL CRITERIA FOR FUNDING

- Program must provide information about other funding sources available to the program (if any).

- Domestic and international travel is funded when:
  - Travel is essential to the central purpose of the proposed program/activity
  - Student participation is a requirement of the class (not optional)
IRA DOES NOT FUND

- **Equipment purchases**
  - Examples: GPS’s, musical instruments, laptops, printers, fax machines, general office equipment, tents, camp stoves, shelving, sound proofing, compasses, etc.

- **Faculty/Staff salaries**

- **Individual research**

- **Non-mandatory travel**
PROGRAM DOESN’T MEET CRITERIA?

- Alternative sources of funding:
  - Student fundraising
  - College-based Inter-Club Council
  - ASI Research Grants
  - Department/College Funding
  - Office of Grants & Contracts
  - Consolidated Course Fee Funds
    - through Vice President of Academic Affairs
      - faculty should ask Department Chair how to access funds
PREPARING AN EFFECTIVE FUNDING PROPOSAL

- Funding application forms: http://asi.fullerton.edu/programs/ira.asp
  - Meant to provide IRA Committee with all necessary information to evaluate each request

- Please provide thorough and detailed answers to all questions.
Submit your proposal electronically by emailing it to irafunding@fullerton.edu

- Word or PDF files only
- Attach copy of course syllabus
- No hard copies of your proposal are required
PRESENTATIONS

- All **new** programs will be seen by the IRA Committee on a Friday morning in March/April for ten minutes:
  - Five minutes: provide brief summary of what your program is about, how much funding you are seeking, what the funding will be used for, and how your program directly benefits CSUF students
  - Five minutes should be left for questions posed by Committee members
Certain continuing/returning programs will also be asked to present before the Committee.

- If the amount of funding being requested is a substantial increase from the previous year’s funding proposal
- If the Committee has questions about the funding proposal
- At the discretion of the ASI Vice President of Finance and IRA Committee Chair
EXAMPLES OF COMMITTEE QUESTIONS

- Will all students in the class benefit or just select students?
- Do you have other sources of funds for this program?
- If the Committee reduces your funds requested, where would you want the decreases to be made?
- If your program is not funded by IRA, how will this affect your program and students?
- Are students fundraising to offset any of the costs? How much are they contributing?
- Do you know about and have you explored other sources of funds, such as ICC’s?
When you are awarded IRA Funds

- Announcements during the month of June
- Congratulations!!
- Faculty/instructor and advisor:
  - Administer program and activity in compliance with the policies, procedures, and guidelines detailed on the website, as well as in compliance with University policies, procedures, and requirements
  - Exercise good business judgment, use IRA funding conservatively, with fiscal prudence
  - Communicate directly with the ASI Vice President of Finance in the event of class and program cancellation or significant changes due to drop in enrollment or other major factors
  - Communicate directly with the ASI Vice President of Finance in the event there is a change to the project or program plans that requires funding that differs from the purpose intended at the time it was considered and approved by the Committee
- Thanks you for all you do for the students and IRA programs
Responsible Administration

- **Student Wages:**
  - Coordinate with University Human Resources and payroll
  - Watch for notification regarding Student Task profile for use of IRA funds

- **Travel:**
  - International: see university travel operations (finance.fullerton.edu/controller/travel); plan 4-6 months in advance; travel authorization is critical
  - Domestic: see university travel requirements
  - w/ Students: see academic field trip guidelines; see risk management requirements
Responsible Administration

- **Contracts/Fees/Rentals:**
  - All contracts for service must be entered into via university contracts and procurement
  - CFS requisition is required
  - Refer to finance.fullerton.edu/procurement/

- **General Expense Reimbursement (ie supplies)**
  - Asi.fullerton.edu/services/accounting.asp
  - Original or certified receipts required; itemized receipts and invoices
ADDITIONAL INFO & KEY CONTACTS


- Gary Au, ASI VP of Finance, Chair, IRA Committee Contact: Office 657.278.3295; [asivpfinance@fullerton.edu](mailto:asivpfinance@fullerton.edu)

- Jeannie Mollenauer, ASI, Director, Financial Services Contact: x 2402
Registration and Participation Confirmation

- Please visit the IRA page on the ASI website http://asi.fullerton.edu/programs/ira.asp

- Click on the link:
  IRA Funding Proposal Orientation Confirmation

- The password to access the form is IRA1516GO

  Complete the form
  A confirmation email will be sent to you