

**2021-22 Instructionally Related Activities (IRA)
Funding Application Worksheet**

This worksheet will help you prepare your answers prior to completing and submitting the online Wufoo form. There is additional information on the Wufoo form. Please look over the online form prior to using this worksheet. Also, note that this worksheet cannot be submitted instead of the Wufoo form. The Wufoo form is the only way to submit a funding proposal for the 2021-22 fiscal year. The deadline to submit the application is Friday, December 11, 2020.

• IRA Program Code	
• IRA Program Name	
• Submitter's Name	
• Submitter's CSUF Email	
• Course Number(s) (must have received final University approval)	
• Attach PDF of all syllabi listed in the above question	
• Semester(s) Course Taught	
• State-Funded or Extended Ed	
• College	
• Department	
• Faculty in Charge of Program	
• Faculty CSUF Email	
• Budget Administrator	
• Budget Administrator CSUF Email	
• Department Chair	
• Chair CSUF Email	
• College Dean	
• Dean CSUF Email	
• Start Date of IRA Program	
• End Date of IRA Program	
• Start Date of IRA Activity	
• End Date of IRA Activity	

IRA Program Description

<ul style="list-style-type: none">• This proposal for IRA funding is for a program that is...<ul style="list-style-type: none">a. Newb. Retuning, received funding in 2020-21 (current) yearc. Returning, previously funded	
<ul style="list-style-type: none">• How many years has this program been at CSUF?	
<ul style="list-style-type: none">• How many years has this program received IRA funding?	
<ul style="list-style-type: none">• Please summarize the required IRA activity for which you are requesting funding.<ul style="list-style-type: none">a. What is the activity?b. Describe the required participatory activity on the part of the enrolled students.c. If travel is involved, why is it integral to the activity? Why was that location chosen?	
<ul style="list-style-type: none">• Number of students enrolled in the course(s).	
<ul style="list-style-type: none">• Number of students participating in the program/activity.	
<ul style="list-style-type: none">• If not all enrolled students are participating, please describe how the participating students are selected.	
<ul style="list-style-type: none">• What are the mission and goals of the IRA supported activity?	

<ul style="list-style-type: none"> • How does the activity directly and indirectly impact/enrich students' educational experience? 	
<ul style="list-style-type: none"> • How does this program enhance the campus community, external communities and/or other stakeholders and individuals? 	
<ul style="list-style-type: none"> • What are the other sources of funding being pursued or utilized? 	

2020-21 IRA Award

Please complete the amounts that your IRA program was awarded in the 2020-21 (current) fiscal year.	
<ul style="list-style-type: none"> • 8050 Supplies Total 	
<ul style="list-style-type: none"> • 8051 Printing Total 	
<ul style="list-style-type: none"> • 8052 Communications Total 	
<ul style="list-style-type: none"> • 8069 Student Wages Total 	
<ul style="list-style-type: none"> • 8074 Contracts/Fees/Rentals Total 	
<ul style="list-style-type: none"> • 8077 Travel Total 	
<ul style="list-style-type: none"> • 8079 Dues/Subscriptions Total 	
<ul style="list-style-type: none"> • 8084 Insurance Total 	

2021-22 Requested Funds

Requested amounts must be entered as whole dollars. Please note that the minimum award is \$2,000 and the maximum award is \$120,000.

8050 Supplies	
<ul style="list-style-type: none"> • Are you requesting funds for Supplies? 	
If you answer yes, you will see the following questions. You must put the dollar amount that you are requesting for each. If you answer no, skip to 8051 Printing.	

• Office Supplies Amount	
• List the office supplies that you plan to purchase	
• Other Expendable Supplies Amount	
• List all of the other expendable supplies that you plan to purchase, including quantities and costs.	
8051 Printing	
• Are you requesting funds for Printing?	
If you answer yes, you will see the following questions. You must put the dollar amount that you are requesting for each. If you answer no, skip to 8052 Communications.	
• Brochures/Flyers/Posters/Other Printed Materials Amount	
• List all of the printed materials, types and quantities that you plan to produce	
• Photocopying Amount	
• List what you will be photocopying, including quantities	
8052 Communications	
• Postage/Mailing/Freight Amount	
If an amount greater than zero is entered, answer the next question. If zero, skip to 8069 Student Wages.	
• List the types of items to be mailed/shipped, including quantities.	
8069 Student Wages	
• Student Wages Total	
If an amount greater than zero is entered, answer the following questions. If zero, skip to 8074 Contracts/Fees/Rentals.	

<ul style="list-style-type: none"> • How many students do you wish to hire? 	
<ul style="list-style-type: none"> • How much will the student be paid per hour? 	
<ul style="list-style-type: none"> • If the students are being paid more than minimum wage, describe in detail the reasons for the higher wage. 	
<ul style="list-style-type: none"> • Please give a detailed job description, including job duties, for each student you wish to hire. Indicate how these job duties relate to required participation or assignment in the course(s) identified above. 	
<ul style="list-style-type: none"> • How many hours a week will each student work? For what period of time? 	
<ul style="list-style-type: none"> • Is the student assistants enrolled in the course? If yes, please describe how the work hours go above and beyond the work of other students enrolled in the course. 	
8074 Contracts/Fees/Rentals	
<ul style="list-style-type: none"> • Are you requesting funds for Contracts/Fees/Rentals? 	
If an amount greater than zero is entered, answer the following questions. If zero, skip to 8077 Travel.	
<ul style="list-style-type: none"> • Speakers/Master Classes/Performers Amount 	

<ul style="list-style-type: none"> Describe in detail the number of speakers/performers and the rate to be paid, along with a brief description of how they will be interacting with the enrolled students. 	
<ul style="list-style-type: none"> Catering Amount 	
<ul style="list-style-type: none"> Describe the proposed catering to be contracted, including types of meals, number of people and per person costs. 	
<ul style="list-style-type: none"> Fees Amount 	
<ul style="list-style-type: none"> List the type and the costs for each. 	
<ul style="list-style-type: none"> Rentals Amount 	
<ul style="list-style-type: none"> List the types of rentals and the costs of each. 	
8077 Travel	
<ul style="list-style-type: none"> Travel Total 	
If an amount greater than zero is entered, answer the following questions. If zero, skip to 8079 Dues & Subscriptions.	
<ul style="list-style-type: none"> Is it mandatory for all enrolled students to travel in order to receive course credit? 	
<ul style="list-style-type: none"> Is the travel in this course required by your department for students to graduate? 	
<ul style="list-style-type: none"> Number of students traveling 	

<ul style="list-style-type: none"> • Number of faculty/staff traveling 	
<ul style="list-style-type: none"> • Are you requesting IRA funds for faculty? 	
<ul style="list-style-type: none"> • Are you be taking more than one trip during the 2021-22 fiscal year? 	
<ul style="list-style-type: none"> • How many trips are planned? 	
<ul style="list-style-type: none"> • Attach PDF of detail travel forms for all of the planned trips 	
8079 Dues & Subscriptions	
<ul style="list-style-type: none"> • Dues & Subscriptions Total 	
If an amount greater than zero is entered, answer following question. If zero, skip to 8084 Insurance.	
<ul style="list-style-type: none"> • List the types of dues and subscriptions, along with the costs of each. 	
8084 Insurance	
<ul style="list-style-type: none"> • Insurance Total 	
If an amount greater than zero is entered, answer the following question. If zero, skip to Additional Information section.	
<ul style="list-style-type: none"> • List the types of insurance and the costs of each. 	
Additional Information	
<ul style="list-style-type: none"> • What is the total cost to operate this program/activity, not including tuition? 	
<ul style="list-style-type: none"> • What is the amount being contributed by the students and faculty? 	
<ul style="list-style-type: none"> • For any line item or the overall total, are you requesting an increase of 20% or more from the 2020-21 award? 	
<ul style="list-style-type: none"> • Please explain why you are requesting 20% or more for any line item or total from your 2020-21 award. 	