

Instructionally Related Activity (IRA) Application Worksheet  
 2022-23 Budget Planning  
**Minimum IRA award \$2,000 and maximum IRA award \$120,000**  
**Program Year: July 1, 2022 through June 30, 2023**

Please complete this worksheet in preparation for your IRA proposal submission. Contact [irafunding@fullerton.edu](mailto:irafunding@fullerton.edu) with any questions.

IRA Program Code (if unknown enter None)	
IRA Program Name	
Submitter's Name	
Submitter's CSUF Email	
Course Number(s)	
Semester(s) Course Taught	
State Funded Course or Extended Ed	
College	
Department	
Faculty in Charge of Program Name	
Faculty in Charge CSUF Email	
Budget Administrator Name	
Budget Administrator CSUF Email	
Department Chair Name	
Department Chair CSUF Email	
College Dean Name	
College Dean CSUF Email	
Start Date of Program (MM/DD/YYYY)	
End Date of Program (MM/DD/YYYY)	
Start Date of Activity (MM/DD/YYYY)	
End Date of Activity (MM/DD/YYYY)	
Is this a New or Returning Program?	
How many years has this program been at CSUF?	
How many years has this program received IRA funding?	

Please summarize the required IRA activity for which you are requesting funding. a. What is the activity? b. If travel is involved, why is it integral to the activity? And, why was that location chosen? (max 500 words)	
Number of students enrolled in the program/activity?	
Number of students participating in the program/activity?	
If not all enrolled students are participating, please describe how the participating students are selected.	
What are the mission and goals of the IRA supported activity and how do they support the University's mission/goals and strategic plan? (max 250 words)	
How does the activity directly and indirectly impact/enrich students' educational experience? Describe the required participatory activity on the part of the enrolled students. (max 300 words)	
How does this program enhance the campus community, external communities and/or other stakeholders and individuals? (max 250 words)	
What other sources of funding are being pursued or utilized (please specify)? (max 250 words)	
Did this program receive IRA funding in the 2021-22 (current) fiscal year? Enter the amounts:	
8050 Supplies Total	
8051 Printing/Advertising Total	
8052 Communications Total	
8069 Personnel Services, PT Total	
8074 Contracts/Fees/Rentals Total	
8077 Travel Total	
8079 Dues/Subscriptions Total	
8084 Insurance Total	
Total Amount Awarded for 2021-22	
2022-23 Funding Category Requested	

8050 Supplies Total	
Office Supplies Amount	
Describe the office supplies that you plan to purchase (including how much will be spent on each item)	
Food and Related Items Amount	
Describe the food and related items that you plan to purchase (including how much will be spent on each item)	
Other Expendable Supplies Amount	
Describe the other expendable supplies that you plan to purchase (including how much will be spent on each item)	
8051 Printing & Advertising Total	
Brochures/Flyers/Posters Amount	
Detail the types of printed materials and quantities that you plan to produce	
Photocopying Amount	
Describe what you will be photocopying, quantities and costs.	
8052 Communications Total	
Postage/Mailing Total	
Describe the proposed expenditures	
Freight Amount	
Describe the proposed expenditures	
8069 Personnel Services, PT Total	
How many students do you wish to hire?	
How much will the student be paid per hour?	
If the student is being paid more than minimum wage, describe in detail the reasons for the higher wage.	
Please give a detailed job description, including job duties, for each student you wish to hire. Please indicate how these job duties relate to required participation or assignment in the course(s) identified above.	

How many hours a week will each student work? For what period of time?	
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 Total	
Speakers/Master Classes/Performers Amount	
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.	
Catering Amount	
Describe the proposed catering to be contracted, including types of meals, number of people and per person costs.	
Fees Amount	
Describe the type and the costs for each proposed fee	
Rentals Amount	
Describe the types of rentals and the costs associated with each.	
8077 Travel Total	
Is this travel required/mandatory or optional?	
Is the travel in this course required by your department for students to graduate?	
Number of students traveling	
Number of faculty/staff traveling	
Will the faculty/staff travel be funded by IRA?	
Will you be taking more than one trip during the 2022-23 fiscal year?	
How many trips are planned?	
8079 Dues & Subscriptions Total	

Describe the types of dues and subscriptions that are being proposed along with the cost of each.	
8084 Insurance Total	
Describe the types of insurance that are being proposed along with the costs for each.	
Total Amount Requested for 2022-23	
What is the total cost to operate this program/activity?	
What is the amount being contributed by the students and faculty?	
In some cases, full funding is not possible. If partial funding is available, would your IRA program be able to operate with 75% of the total amount requested?	
Are you requesting an increase of 20% or more over the previously funded year for the overall budget for any of the line items?	
Please explain.	