




Minutes

Instructionally Related Activities (IRA) Special Meeting

 Fri April 29th, 2022

 2:00pm - 3:00pm PDT

 Zoom: <https://fullerton.zoom.us/j/83651418839>

In Attendance

1. **Call to Order (Reveles)**

Marcus Reveles, Chair, called the meeting to order at 2:15 p.m.

Roll Call:

Student Members Present: Bridges, De Leon, Kelley, Perna, Riched, Sharma, Reveles

Student Members Absent: Vyas,

Faculty Members Present: Abnet, Brusckke, Miyamoto, Ngo, Nobari, Tucker

Faculty Members Absent: Xie, Leekeenan

Non-Voting Members Present: Edwards, Juanico, Stang, Tran, Ward

Non-Voting Members Absent: None

2. **Approval of Agenda**

Decision: (Tucker-m/Abnet-s) The agenda was approved by unanimous consent.

3. **Approval of Minutes**

Decision: (Miyamoto-m/Bruschke-s) The March 4, 2022 IRA Committee Meeting minutes were approved by unanimous consent.

a. **3/4/2022 IRA Committee Meeting Minutes**

4. **Public Speakers**

There were no public speakers.

5. **Reports**

a. **Chair (Reveles)**

Reveles, Chair, informed members that they received a "Thank you" Note from one of the IRA programs and Reveles wanted to share it.

Reveles thanked the members for their work on the Committee over the semester.

b. **ASI Executive Director (Dr. Edwards)**

Dr. Edwards, ASI Executive Director, shared highlights from his report.

Dr. Edwards thanked Reveles for serving as Chair for the last two years.

Dr. Edwards shared highlights from his report:

- Dr. Edwards shared an overview of the potential transition of IRA accounting from ASI to campus. One of the goals for the transition is to ensure programs follow the same Financial Services processes for IRA funds as for other State funds
- Dr. Edwards said ASI will continue to manage the Committee and budget process

6. **Time Certain:**

a. **NONE**

7. **Unfinished Business**

a. **NONE**

8. **New Business**

a. **Action: Line Item Transfer Requests (Reveles)**

The Committee will consider approving the recommended Line Item Transfer Requests.

IRA 016 21/22 (Tucker-m/Kelley-s) A motion was made and seconded to review the Line Item Transfer Requests for various IRA Programs.

Reveles yielded to Collins to review line item transfer requests.

Collins reviewed the first request from Contemporary Mayan Life(3273); asking to move \$3,000 from 8077 to 8069.

- Collins shared that due to Covid and other economic restrictions the students will no longer be traveling. However, they will still be working as Graduate TAs during that time they would have been abroad.

Reveles opened the floor to questions and discussion. There were no questions or points of discussion for this request.

Collins reviewed the second request from Accounting Information Technology (3267); asking to move \$3,889 from various accounts to 8079.

- Collins shared that due to COVID-19 restrictions, other activities will not be carried out. The transfer will help cover the shortage of funds for dues/subscriptions. The total annual cost is \$8000, so there is a shortage of \$6500.

Reveles opened the floor to questions and discussion. There were no questions or points of discussion for this request.

Collins reviewed the third request from Daily Titan(3201); asking to move \$10,000 from various accounts to 8069.

- Collins shared that Pandemic-related changes in reader habits and reduced student attendance on campus caused a reduction in printing and travel costs and increased personnel costs.

Reveles opened the floor to questions and discussion. There were no questions or points of discussion for this request.

Collins reviewed the fourth request from Experiential Learning in Stress Management(3225); asking to move \$1,865 from 8069 to 8077 and 8051.

- Collins explained that the goal of the program is to teach students how to prioritize their mental health and mitigate stress. Some students have left the lab to do so. We would like to plan a retreat for current and former CSUF students focused on de-stressing and supporting them. Costs will cover snacks and stress management kits to support the remaining KNES 342 and Rising Above students during finals. We will record testimonials from students per the original grant.

Reveles opened the floor to questions.

Stang asked whether or not funds can be used for past students.

Collins said they explained to the programs that they can only use their funds for current students.

Reveles opened the floor to discussion. There were no additional points of discussion for this request.

Collins reviewed the fifth request from CSUF Nursing Poverty Simulation(3573); asking to move \$1,025 from 8069 to various accounts.

- Collins shared that to utilize the full budget granted to the program this academic year. They purchased supplies that exceed \$100 and need to transfer funds to complete a check request.

Reveles opened the floor to questions and discussion. There were no questions or points of discussion for this request.

Collins reviewed the sixth request from Feature Film Productions(3255); asking to move \$22,664 from 8050 and 8084 to 8074.

- Collins shared that the original shooting dates were changed due to COVID and overall production dates and progressions were altered. Therefore, money that would have been spent on preproduction is being used for post-production. As a result, money will no longer be needed for supplies to film, but more for items and artists/clinicians that will assist students with the editing process.

Reveles opened the floor to questions and discussion. There were no questions or points of discussion for this request.

Reveles asked if there were any objections to moving to a roll call vote to approve action item 16. There were no objections.

Decision: IRA 016 21/22 (Tucker-m/Kelley-s) Roll Call Vote: 11-0-0 The motion to approve the Line Item Transfer Requests for various IRA Programs was adopted.

b. Action: Funding Deliberation Document 2022-23 (Reveles)

The Committee will consider adopting the revisions to the 2022-23 Funding Deliberation Document.

IRA 017 21/22 (Tucker-m/Miyamoto-s) a motion was made and seconded to approve updates to the Funding Deliberation Document 2022/23.

Reveles yielded to Dr. Edwards to review.

Dr. Edwards reviewed the changes that have been made.

Dr. Edwards explained that the changes are just cleaning up items to correct dates and informing members of changes in training modality.

Dr. Edwards shared information on how the changes will look moving forwards.

Reveles opened the floor to questions. There were no questions.

Reveles opened the floor to discussion. There were no points of discussion.

Reveles asked if there were any objections to moving to a roll call vote.

**Decision: IRA 017 21/22 (Tucker-m/Miyamoto-s) Roll Call Vote 11-0-0
The motion to approve the updates to the Funding
Deliberation Document 2022-23 has been adopted.**

c. Discussion: IRA Application Draft (Reveles)

The Committee will discuss the 2023-24 IRA Application model.

The Committee will now receive information updates on the IRA Application Draft.

Reveles yielded the floor to Collins to share.

- Collins shared information on the new IRA application system currently in development.
- Collins explained the struggles that members have been having with the current processes when submitting their requests to IRA
- Collins shared that they were able to tie in the rubric information directly into the application to enhance and more clearly guide programs as they prepare their proposal for funding consideration.
- Collins explained how these changes would make tying the application responses to the rubric easier for review and rating by the Committee.

Reveles opened the floor to questions and discussion.

Miyamoto asked if the rubric itself would be linked to the application.

Collins explained the rubric is a part of the application and shared the applicants would be able to access it to review and reference when applying.

Bruschke asked if this method would change the number of words that applicants can use when submitting.

Collins shared the word count is set in different sections of the application. There are limitations to keep the process as efficient and equitable as possible.

Perna asked if applicants can include an attachment if they need more space to write.

Collins indicated that the option to include additional narrative is possible. However, the applications can become a challenge to review and rate for staff and the Committee. The process should be consistent and equitable for all applicants.

d. Information: IRA Conflict of Interest Statement (Reveles)

The Committee will receive information on the IRA Conflict of Interest Statement

The committee will now receive updates regarding the IRA Conflict of Interest Statements.

Reveles yielded the floor to Collins to share information regarding the IRA Conflict of Interest Statements.

- Collins informed the Committee of the actions that took place leading to an IRA review by the campus auditor.
- Collins reviewed the Conflict of Interest Training tools that will be provided to IRA Funded Programs for completion.
- Collins informed the Committee of the processes that needed to be taken to formally add these Conflict of Interest Information Items to the applications and post-award training. We are awaiting formal approval from the Chancellor's Office and Campus. Once received the training will be assigned to the programs, specifically for the Faculty in Charge positions.

Reveles opened the floor to questions and discussion.

There were no questions or points of discussion.


9. **Announcements and Members Privilege**

None

10. **Adjournment (Reveles)**

Reveles, adjourned the meeting at 2:53 pm.

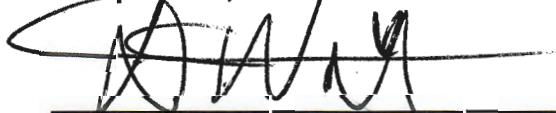
Marcus Reveles, IRA Committee Chair



Crystaal Washington, Recording Secretary

Minutes reviewed and approved 10/14/2022:

Cooper/Fox, IRA Committee Chair



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

04/29/2022 IRA Committee Roll Call ~ Special

Attendance		Board Members		
			Present	Absent
Arts Faculty	Tucker	Jamie	1	
CBE Faculty	Xie	Jia		1
Comm Student	Kelley	Lydia	1	
Comm Faculty	Bruschke	Jon	1	
EDU Student	Perna	Brenda	1	
EDU Faculty	Leekeenan	Kira		1
ECS Student	De Leon	Cailey	1	
ECS Faculty	Ngo	Chean-Chin	1	
HHD Student	Bridges	Korli	1	
HHD Faculty	Nobari	Tabashir	1	
HSS Faculty	Abnet	Dustin	1	
NSM Student	Vyas	Sonali		1
NSM Faculty	Miyamoto	Alison	1	
Chair	Reveles	Marcus	1	
Vacant - Arts Student				
Vacant - CBE Student				
Vacant - HSS Student				
			Present	Absent
			11	0

Attendance	Liaisons			
			Present	Absent
ASI ED	EDWARDS	DAVE	1	
VPSA	FORGUES	CHALEA	1	
VPA&F	JUANICO	RAYMOND	1	
VPAA REP	STANG	KRISTIN	1	
UPR	TRAN	LINH	1	
			Present	Absent
			5	0

*Recording Secretary: Susan Collins

Absences:

Roll Call Votes	20		020 - LIT			021 - Fund Delib Doc		
			Yes	No	Abstain	Yes	No	Abstain
Arts Faculty	Tucker	Jamie	1			1		
CBE Faculty	Xie	Jia	Absent					
Comm Student	Kelley	Lydia	1			1		
Comm Faculty	Bruschke	Jon	1			1		
EDU Student	Perna	Brenda	1			1		
EDU Faculty	Leekeenan	Kira	Absent					
ECS Student	De Leon	Cailey	1			1		
ECS Faculty	Ngo	Chean-Chin	1			1		
HHD Student	Bridges	Korli	1			1		
HHD Faculty	Nobari	Tabashir	1			1		
HSS Faculty	Abnet	Dustin	1			1		
NSM Student	Vyas	Sonali	Absent					
NSM Faculty	Miyamoto	Alison	1			1		
Chair	Reveles	Marcus	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			11	0	0	11	0	0

Thank you for your support!!
- John Simon Parent

Thank you!
- Alex [signature]

Thank you
- Alisa Hernandez

Thank you!
- Kalvin Lam

Thank you so much!
- Angelina Curman

Pearl Escobar!
Maheen Khan:
Aiyssa Perez
Laurie Quach
Max Cover
Valeria Vidal
Jasmine C.
Avery Patterson
Kelly Petro ☺
Diana Castaneda
Bao Hua



Gerardo Avila

Dear ASI IRA,
THANK YOU!!! For subsidizing our camping trip! It was a big help for us students and we are so thank ful! Have an amazing day!

- Spring 2022 Ornithology Class

Program #3333



Action: IRA Line Item Transfer Request

Item	Program	Total Amount	From	To	Reason
8.a.1	Mayan Life (3273)	Total: \$3,000	8077	8069	Due to COVID and other economic restrictions, the graduate students will not be traveling. However, they will still be working as Graduate TAs during that time they would have been abroad.
8.a.2	Accounting Info Tech (3267)	Total: \$3,889 \$200 \$500 \$689 \$2500	8050 8051 8069 8074	8079	Due to COVID-19 restrictions, other activities will not be carried out. The transfer will help cover the shortage of funds for dues/subscription. The total annual cost is \$8000, so there is a shortage of \$6500.
8.a.3	Daily Titan (3201)	Total: \$10,000 \$2,000 \$8,000	8077 8051	8069	Pandemic-related changes in reader habits and reduced student attendance on campus caused a reduction in printing and travel costs and increased personnel costs.
8.a.4	Experiential Learning (3225)	Total: \$1,865 \$365 \$1500	8069	8074 8050	Goal of the program is to teach students how to prioritize their mental health and mitigate stress. Some students have left the lab to do so. We would like to plan a retreat for current and former CSUF students focused on de-stressing and supporting them. Costs will cover snacks and stress mgmt kits to support the remaining KNES 342 and Rising Above students during finals. We will record testimonials from students per the original grant.

Action: IRA Line Item Transfer Request Cont.

Item	Program	Total Amount	From	To	Reason
8.a.5	Nursing Poverty Simulator (3573)	Total: \$1,025 \$36 \$989	8069	8050 8074	To utilize the full budget granted to us this academic year. We purchased supplies that exceed \$100 and need to transfer funds to complete a check request.
8.a.6	Feature Film Production (3255)	Total: \$22,664	8050 8084	8074	Original shooting dates were changed due to COVID and overall production dates and progressions were altered. As a result money that would have been spent on preproduction is being used for post-production. As a result money will not be needed for supplies to film, but more for items and artists/clinicians that will assist students with the editing process.

Action: Line Item Transfer

Line Item Number	Description
8050	Supplies- office supplies and other expendable supplies
8051	Printing and Advertising- photocopying costs, costs for designing and printing brochures, posters, forms, flyers and other materials related to the specific activity
8052	Communications- postage, mailing and freight costs
8069	Personnel Services- part-time student wages
8074	Contracts/Fees/ Rentals- speakers, performers, services fees, license copyright fees, equipment rentals, facilities rentals, etc.
8077	Travel- all costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, camping rentals, third party contracted travel services and personal vehicle mileage reimbursement
8079	Dues and Subscription- membership dues required for the operation of the program
8084	Insurance- cost of insurance related to specific activities/programs

FUNDING DELIBERATION UPDATES:

▶ POST APPLICATION PROCESS

- ▶ Correction to the deliberation process timeline - accelerated from winter/spring to fall.
- ▶ Correction to the “funding orientation” modality - ETC training
- ▶ Updated the application approval process to reflect the new application model (through Info Ready)

▶ DELIBERATION CONSIDERATIONS

- ▶ Removed reference to the spring semester timeline (timeline accelerated to fall)

IRA Funding/Deliberation Process

2022-23 Academic Year

The Committee will evaluate all completed IRA proposals received by the announced application deadline. The Committee will review and approve the application rubric and the deliberation/funding process in the fall semester of each academic year and propose any changes to the University President, if necessary. The approved deliberation/funding process and the approved rubric scores will be utilized in the spring semester to determine which programs will be recommended to receive IRA funding. The rubric may be edited by a majority approval of the IRA Committee to include campus priorities, while providing ongoing support for quality programs “that aid and supplement the foundational educational mission of the institution.”¹

Post-application Process

After receipt of applications for IRA funding, ASI will conduct an administrative review and prepare the applications for consideration by the Committee. This process will typically occur ~~over the winter break in the fall semester~~ and prior to the beginning of the Committee’s deliberation ~~in the spring semester~~. This administrative review will confirm:

- Mandatory funding orientation was completed through the ETC (~~confirmation signature on application~~ attestation of completion provided.)
- Mandatory Conflict of Interest (COI) training completed and attestation of COI provided.
- IRA Final Report for the previous year ~~was~~ submitted, if the program received an award in the prior year. The report summarizes the program’s learning outcomes and financial performance in the prior year.
- Syllabus for the course listed in the application was submitted.
- Courses listed in the application have final University approval by verifying the department Chair’s and Dean’s ~~signature~~ approval through the application system.
- Start/end dates of the program match the semesters the course is taught and are within the upcoming fiscal year (July 1 through June 30 of the next year)
- Expenditures listed in the application are eligible for IRA funding. Ineligible items are removed from the proposal and a modified proposal is submitted to the Committee for consideration and noted with the Committee.
- Detailed travel costs are documented on the appropriate form for each trip and verification that travel calculations are correct, including not exceeding the maximum amounts allowed per student per trip (\$500, \$750, \$1500). Additionally, travel dates are confirmed to ensure travel occurs during the fiscal year.
- Travel is required for course credit by verifying with the syllabus.
- Proposals for new programs meet the general criteria from the IRA Governance Document

¹ http://www.fullerton.edu/data/assessment/assessment_at_csuf/missionstrategicplan.php

- The amount of the request is between \$2,000 (minimum award) and \$120,000 (maximum award).

Programs that fail to submit their final report from the prior year as required will only be considered for funding after consideration of all programs that submitted a complete application, if funds are available.

Committee Role

Using the approved rubric, all proposals will be rated by a minimum of three Committee members, with no Committee member rating proposals from their own college. The IRA Committee Chair will assign the proposals, with assistance from ASI, to each voting committee member for evaluation. Each committee member will receive the following:

- Current year application
- Prior year final report, if applicable
- Any modifications made to the application by ASI

Committee members will conduct their evaluation and electronically submit their rubric ratings to ASI for calculation by the published evaluation deadline. The ASI Financial Service Office will be tasked with calculation of the overall rubric score per rater based upon the weighted rubric category scores.

Deliberation Considerations

To outline a fair process to allocate IRA funds, the following deliberation process is provided. The purpose of the deliberation process is to determine how to fund as many programs as possible. Factors to consider include how existing programs have used funds in prior years, how to provide “stable an adequate” funding, and how to encourage new and innovative programs. Because returning programs have additional information (prior year ratings, prior funding levels, prior expenditure levels, etc.) there are additional factors considered. See Governance Document section III-B for more guidance on balancing funding priorities. The Committee should keep in mind the purpose of the IRA funds to balance the needs of returning and new programs.

Prior to the first deliberation meeting ~~of the spring semester~~ and with approval of the IRA Committee Chair, ASI will submit to the Committee an overall summary of the applications including the following:

- Rubric score averages, including standard deviation
- College Dean -ratings
- Requested funding amount
- Revised funding amount
- Prior year funding award and rating, if applicable
- Number of years the program has consecutively received IRA funds

Proposals will be listed in rank order by overall average score (along with standard deviation for each average score). In the case of a tie in committee rankings, the Dean ratings will be

considered. Allocations will be determined utilizing all available information, including the weighting rubric averages, Dean's ratings, prior year final report, etc., as factors contributing to the final funding recommendation. Programs will be rated by the Dean based on the merit of the program according to the college mission on a scale of 1 to 3 similar to the rubric. (3 - excellent, 2 - good, and 1- poor)

The Committee should review any program that has a high standard deviation or a change (higher or lower) from one quartile to another from the previous year's rankings prior to making a funding decision to determine if the current ranking is appropriate. If necessary, an additional rater will be utilized and included in the average rating score.

It is important to realize that there typically are limited and often insufficient IRA funds to fully award to all programs. The Committee's purpose is to apply a critical analysis, remain focused on the intent of the IRA program, and make difficult decisions regarding which programs to fund.

The IRA Committee will, following Robert's Rules of Order, utilize a speakers' list during deliberation and debate to ensure that every voice is heard. Speakers will be called upon in order and individuals will be asked to allow others to speak first before joining the discussion for a second time. Because of IRA's student-engagement focus, student committee members are encouraged to actively participate in the deliberation discussion.

Funding Process

Funding will be provided based on a correlation to the program's rubric ranking as outlined below:

Step 1

The budget shall be presented to the Committee as soon as it is available. Available funds for the upcoming year's awards are based on the estimated fee income plus one-third of the surplus funds from the prior year.

Step 2

ASI will conduct a review and analysis of all applications to ensure compliance with all regulations, policies, requirements, and application criteria. Applications that meet the requirements will be prepared for submission to the IRA Committee. To address the importance of balancing funding for existing and new programs, while establishing limits for both, the following application limits exist for existing and new applicants:

Existing: Existing programs may request a maximum increase of 10% above the previous (last closed fiscal) year's actual expenditures or an average of the prior three year's actual expenses, whichever is greater. The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Deans ratings, the program report from the prior year, etc. Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year's actual expenditures. Existing

programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.

New: New programs may request funding based on the needs of their initial program proposal, but will be subject to all guidelines for existing programs in subsequent years.

Programs receiving a rating/score below 2.0 in the fourth quartile shall be reviewed to determine whether funding should be awarded.

Step 3

All proposals will be rated by 3 committee members and the proposals will be ordered by average rubric scores, highest to lowest, and divided into quartiles.

If the total dollar amount of all requests is less than the total available funds, all programs will be funded at the calculated award amounts.

If the total of all requests is greater than the total available funds, decreases in awards will be made in the following order, to create an “adjusted award amount” and the process will be completed when the adjusted award amount is smaller than the total available funds.

Step 4

When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met.

Step 5

A. If there are insufficient funds...

- Graduated cuts across all quartiles will be processed until the award amount matches the total available funds amount (i.e., all programs receive a 2% cut. If the requests still exceed available funds, all programs will receive a 4% cut, then 6%, etc.)

B. If there are funds remaining...

- Any additional remaining funds shall be allocated as follows:
 - 50% of remaining funds distributed equally to the first quartile (not to exceed the requested amount).
 - 30% of remaining funds distributed equally to the second quartile (not to exceed the requested amount).
 - 10% of remaining funds distributed equally to the third quartile (not to exceed the requested amount).
 - 10% of remaining funds at the discretion of the Committee may be allocated to the fourth quartile based on the merit of the program (not to exceed the requested amount).

C. The remaining funds will be returned to reserves.

Step 6

The minimum award is \$2,000 and the maximum award is \$120,000. Requests that fall below the minimum will receive no award and requests that fall above the maximum will be adjusted to \$120,000.

Step 7

IRA staff will submit the spreadsheet of all programs based on the calculations above to the IRA Committee for consideration. The IRA Committee will begin deliberation, including a thorough review of the rubric ratings, quartile placement, and proposed funding allocations. The IRA Committee may then discuss and consider adjustments to the proposed funding based upon additional information that includes the Dean ratings, prior year rankings (if any), and prior year final report(s).

Step 8

When the process is complete, a review of the entire list will be done to make any final adjustments to funding levels.

The IRA Committee may grant more or less funding than requested based on the funding criteria described above. In all instances, rubric rating averages, Dean's ratings, prior year final reports, etc. should inform funding decisions, but should not serve as a substitute for overall committee judgment.

Final Recommendation of Funding

A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President. Throughout deliberation, while there may be votes on modifications to funding levels for individual proposals, a final vote must be conducted, with a majority approval of the overall recommended IRA funding/budget.

Appeal

If programs wish to appeal based on a technical or procedural error, they must do so within five business days. Appeals will be heard at the next regularly scheduled IRA Committee meeting. Once all appeals are resolved, the IRA Committee will make its final recommendation to the University President.

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- Syllabus for the course listed in the application was submitted.
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Programs that fail to submit their final report from the prior year as required will only be considered for funding after consideration of all programs that submitted a complete application, if funds are available.

Committee Role

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Prior to the first deliberation meeting ~~of the spring semester~~ and with approval of the IRA Committee Chair, ASI will submit to the Committee an overall summary of the applications including the following:

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Step 1

The budget shall be presented to the Committee as soon as it is available. Available funds for the upcoming year's awards are based on the estimated fee income plus one-third of the surplus funds from the prior year.

Step 2

ASI will conduct a review and analysis of all applications to ensure compliance with all regulations, policies, requirements, and application criteria. Applications that meet the requirements will be prepared for submission to the IRA Committee. To address the importance of balancing funding for existing and new programs, while establishing limits for both, the following application limits exist for existing and new applicants:

Existing: Existing programs may request a maximum increase of 10% above the previous (last closed fiscal) year's actual expenditures or an average of the prior three year's actual expenses, whichever is greater. The Committee may award a higher increase, based on justification for the higher increase included in the proposal and with consideration of the Deans ratings, the program report from the prior year, etc. Existing programs that did not receive an award in one of the last three years will be funded based on their most recent year's actual expenditures. Existing

programs that did not receive an award in any of the last three years will be funded in the same manner as a new program.

New: New programs may request funding based on the needs of their initial program proposal, but will be subject to all guidelines for existing programs in subsequent years.

Programs receiving a rating/score below 2.0 in the fourth quartile shall be reviewed to determine whether funding should be awarded.

Step 3

All proposals will be rated by 3 committee members and the proposals will be ordered by average rubric scores, highest to lowest, and divided into quartiles.

If the total dollar amount of all requests is less than the total available funds, all programs will be funded at the calculated award amounts.

If the total of all requests is greater than the total available funds, decreases in awards will be made in the following order, to create an “adjusted award amount” and the process will be completed when the adjusted award amount is smaller than the total available funds.

Step 4

When requests exceed available funds, all programs in the bottom quartile will not be funded unless the following conditions are met.

Step 5

A. If there are insufficient funds...

- Graduated cuts across all quartiles will be processed until the award amount matches the total available funds amount (i.e., all programs receive a 2% cut. If the requests still exceed available funds, all programs will receive a 4% cut, then 6%, etc.)

B. If there are funds remaining...

- Any additional remaining funds shall be allocated as follows:
 - 50% of remaining funds distributed equally to the first quartile (not to exceed the requested amount).
 - 30% of remaining funds distributed equally to the second quartile (not to exceed the requested amount).
 - 10% of remaining funds distributed equally to the third quartile (not to exceed the requested amount).
 - 10% of remaining funds at the discretion of the Committee may be allocated to the fourth quartile based on the merit of the program (not to exceed the requested amount).

C. The remaining funds will be returned to reserves.

Step 6

The minimum award is \$2,000 and the maximum award is \$120,000. Requests that fall below the minimum will receive no award and requests that fall above the maximum will be adjusted to \$120,000.

Step 7

IRA staff will submit the spreadsheet of all programs based on the calculations above to the IRA Committee for consideration. The IRA Committee will begin deliberation, including a thorough review of the rubric ratings, quartile placement, and proposed funding allocations. The IRA Committee may then discuss and consider adjustments to the proposed funding based upon additional information that includes the Dean ratings, prior year rankings (if any), and prior year final report(s).

Step 8

When the process is complete, a review of the entire list will be done to make any final adjustments to funding levels.

The IRA Committee may grant more or less funding than requested based on the funding criteria described above. In all instances, rubric rating averages, Dean's ratings, prior year final reports, etc. should inform funding decisions, but should not serve as a substitute for overall committee judgment.

Final Recommendation of Funding

A majority vote by the IRA Committee is required to recommend each program's funding levels to the University President. Throughout deliberation, while there may be votes on modifications to funding levels for individual proposals, a final vote must be conducted, with a majority approval of the overall recommended IRA funding/budget.

Appeal

If programs wish to appeal based on a technical or procedural error, they must do so within five business days. Appeals will be heard at the next regularly scheduled IRA Committee meeting. Once all appeals are resolved, the IRA Committee will make its final recommendation to the University President.



e of Research and Sponsored Projects

*We will update the title and format of the application prior to launch.
*Please share any thoughts/ideas you may have. Please note, InfoReady has a few limitations in formatting.

Menu

2023-24 Instructionally Related Activities Application

PDF

> Submission Dates

> Details

> Description

Personal Details

*Applicant First Name: * indicates required

*Applicant Last Name:

*Email Address:

*Phone Number:

*College:

*Budget Administrator:

*Budget Administrator CSUF Email:

*Department Chair Name:

*Department Chair CSUF Email:

*College Dean Name:

*College Dean CSUF Email:

Proposal Details ▾

***Proposal Title:** *** indicates required**

***IRA funding is for an existing or new program?:**

- Select 1 to 3 choices
- New
 - Returning (received 2022-23 funding)
 - Returning (previously funded, not current year)

***Program Code:**

***Related Course Number(s):**

<input type="text"/>	▼	<input type="text"/>	Source
<input type="text"/>		<input type="text"/>	Styles ▼ Format ▼
▼	▼		
Words: 0/10, Characters: 0/10240			

Comments to the Administrator(s):

<input type="text"/>	▼	<input type="text"/>	Source
<input type="text"/>		<input type="text"/>	Styles ▼ Format ▼
▼	▼		
Words: 0, Characters: 0			

***Start Date of IRA Program:**

***End Date of IRA Program:**

***How many years has this program been at CSUF?:**

***How many years has this program received IRA funding?:**

***Number of students enrolled in the course(s):**

***Number of students participating in the program/activity?:**

***Program Description - explain the required activity for which funding is being requested and how it is essential to a quality educational program. If travel is involved, describe why travel is necessary for the success of the program activity, and why the specific location was chosen.:**

▼Source

Styles ▼Format ▼

Words: 0/500, Characters: 0/10240

***Enrolled Student Impact - Describe the direct impact on students enrolled in the course/program. Describe the required activity and the level of engagement for the enrolled students. What percentage of the enrolled students are required to participate?:**

▼Source

Styles ▼Format ▼

Words: 0/500, Characters: 0/10240

***Overall Program Integration - Describe how the program is integrated into the academic unit. Describe the program's connection to the university mission and goals as outlined in the strategic plan.:**

	▼		Source
			Styles ▼ Format ▼
▼ ▼			
Words: 0/500, Characters: 0/10240			

***Overall Program Integration - Describe any other resource contributions. Describe how the course activities support/align with the course design.:**

	▼		Source
			Styles ▼ Format ▼
▼ ▼			
Words: 0/500, Characters: 0/10240			

***Broader Impact - Describe the level of impact to students both in and out of the class. Describe how this program impacts the overall community (on and off campus).:**

	▼		Source
			Styles ▼ Format ▼
▼ ▼			

Words: 0/250, Characters: 0/10240

***Prior Year Funding Award (or \$0 if New):**

***2023-24 Total Requested Funds:**

***Budget - Enter amounts in whole dollars. Enter Zero (0) for any lines that you are not requesting funding:**

***8050 Supplies: Are you requesting funds for 8050 Supplies?:**

***Enter the Total Amount for 8050 Supplies:**

***Supplies Usage - Briefly describe the supplies to be purchased for the proposed IRA activities. The items must be expendable with a useful life limited to the budget year. Equipment and items that will be used in subsequent years and supplies intended as complimentary gifts/giveaways are NOT allowed:**

▼Source

▼▼▼▼

Words: 0/250, Characters: 0/10240

***8051 Printing: Are you requesting funds for 8051 Printing? Photocopying costs, cost for designing and printing posters,**

forms, flyers and other printed materials related to the specific activity. Printed items used for recruitment are not eligible for IRA funding:

*Enter the Total Amount for 8051 Printing:

*Printing Usage: Briefly describe the proposed use the printing funds:

▼Source

▼▼▼▼

▼▼▼▼

Words: 0/200, Characters: 0/10240

*8069 Personnel (Students): Are you requesting funds for 8069, Personnel/Student Wages?:

*Enter the Total Amount for 8069 Student Wages:

*8074 Contracts/Fees/Rentals: Are you requesting funds for 8074?:

*Enter the Total Amount for 8074 Contracts/Fees/Rentals:

*8077 Travel: Are you requesting funds for 8077 Travel?:

*Enter the Total Amount for 8077 Travel:

*8079 Dues & Subscriptions: Are you requesting funds for 8079 Dues & Subscriptions (Annual Membership dues required for the

operation of the activity.
The terms of the agreement must be no earlier than July 1, 2023 and no later than June 30, 2024. IRA funds does not cover personal dues/fees):

***Enter the Total Amount for 8079 Dues & Subscriptions:**

***Enter the Total Cost to Operate this Program/Activity:**

***What is the amount being contributed by the students and faculty?:**

***Are you requesting an increase of 20% or more from the 2022-23 award?:**

***20% Increase: Please explain why you are requesting 20% or more for any line item or total from your 2022-23 award:**

▼Source

Styles ▼Format ▼

Words: 0/250, Characters: 0/10240

Upload Files ▼

***Course Syllabi**

* indicates required

Attach PDF of all syllabi listed in the related course section.

***File Input:** No file chosen

IRA Travel Detailed Report

If you are requesting travel funds for 2023-24, please upload the Travel Detailed report for your program.

File Input: No file chosen

*IRA Budget Worksheet

Please upload your IRA budget worksheet for the 2023-24 award term.

*File Input: No file chosen

Approvals

Your proposal must be reviewed and approved by the Department Chair and the Dean for your College.

* Department Chair CSUF

 * indicates required

Email:

* College Dean CSUF

Email:

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left).
Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications.

Enter recipient(s) email address(es):

Separate email addresses with commas

IRA Funding Proposal

- I, the Faculty-in-charge have completed the 2023-24 funding orientation training module through the ETC.

Acknowledgements

- I understand the CSU provides guidelines directing all employees to understand and comply with the prohibition against conflicts of interest and that no public employee at any level of state or local government shall make, participate in making or in any way attempt to use their official position to influence a governmental [CSU] decision in which they know or have reason to know they have a financial interest. Gov't Code § 87100. Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov't Code § 91000. This prohibition applies to all CSU employees.
- I understand that IRA funds are State funds and I must follow the State, CSU, and Campus policy and procedure in administering the funds for the program/activity.
- I understand that the program must be a required part of the class for which residential academic credit can be applied towards an undergraduate degree.
- I understand the program must be offered during one of the regular terms (fall, spring, intersession or summer ~ July 1st through June 30th). Course(s) must have received final University approval.
- I understand that the program should include a high proportion of required participatory activity on the part of the enrolled students.
- I understand that the program must provide information requested about other funding sources available to the program.
- I understand that IRA funds may be used to support domestic and international travel when travel is essential to the central purpose of the proposed program/activity, and student participation is a requirement of the class.

- I understand that student and faculty travel expenditures is required to be a maximum of \$500 for in-state, \$750 for out-of-state trave, and \$1,500 for international travel. IRA funds cannot reimburse students for international travel related expenses.
- I understand that IRA funds may not be used for grants-in-aid, athletic guarantees, film rentals, faculty salaries or recruitment efforts/activities. IRA funds may not be used for equipment purchases or any non-expendable supply. Examples include but are not limited to: GPS, musical instruments, computers (PC's/Laptops/mobile devices/gaming systems), oscilloscopes, printers, file cabinets, general office equipment/furnishings, tents, furniture, camp stoves, canteens, shelving, soundproofing, compasses, monitors, tools, etc.
- I understand that all travel, regardless of funding source (including IRA) must follow University policies, procedures and guidelines, including prior approval by the College-delegated authority.
- I understand that all funding must be utilized in the year it has been awarded. All funds not utilized in the requested year will be forfeited and must be returned back to the IRA fund.
- I understand that if my program is awarded IRA funding, I am required to attend the Post-Award Orientation in order to receive the funds.
- I understand that if my program is funded that I must submit a final report within thirty (30) days after the end of my program (or no later than required by IRA Administration). Failure to submit the final report may result in loss of future award.
- I understand that the information provided in this proposal must be accurate and complete. If not, funding for this program will not be considered.

Save as Draft

Submit Application

Manage

Edit

Preview

Share

Activity Log

Submit By Proxy

Copy

Archive

Delete

Supporting Documents

Instructionally Related Activities Rubric (/PlatformServicesV2/Commons/getDocument/IRA%20Rubric%2022-23.pdf?documentName=cc54f030-d39e-4056-9ea9-b49b1a343cc6.pdf&applicationId=7)


2023-24



California State University Fullerton

QUESTIONS? Email us (<mailto:ldecastro@fullerton.edu>)

1121 N. State College Blvd.
ASC-229
Fullerton, CA, 92831

 infoReady (<http://www.inforeadyreview.com>)

Accessibility (/PlatformServicesV2/documents/viewDocument/InfoReady_Review_VPAT.pdf?applicationId=7&documentName=InfoReady_Review_VPAT.pdf)

ADDENDUM
STATEMENT OF FINANCIAL INTERESTS

This form is to be completed by any Faculty, who may have an actual, potential, or perceived conflict of interest in connection with an awarded project, when additional information is required to supplement data provided on the **700-U Form**. The term “conflict of interest” refers to situations in which financial or other personal considerations might compromise or might have the appearance of directly and significantly compromising a person’s professional judgment in proposing, administering, and reporting or other program activities.

It is the Faculty’s responsibility to obtain and provide the requested information to ensure that this disclosure form is completed fully and accurately. A separate disclosure must be completed for each outside entity (“Outside Entity”) with respect to which the Faculty has an actual, potential, or perceived conflict of interest. During the term of the IRA project, if any new or previously undisclosed conflicts arise, a new **Addendum** must be completed and submitted to irafunding@fullerton.edu, the Associate Dean, and Dean of the College.

[If additional space is needed to respond to an item, please attach an addendum page.]

1. Name of Individual Submitting Statement:
2. Role of Individual Submitting Form: Faculty In Charge Department Chair
 Other:
3. Project Title:
4. Program Code #:
5. Grant/Contract Number:
6. Summary or Abstract of the Project:
7. Name of Outside Entity: Principal Business:

Address:
8. Describe the relationship between the Outside Entity and the project listed above (e.g., whether the Outside Entity funds the project; whether the Outside Entity has other interests in the project):
9. Describe the relationship, including any financial relationship, between you, your spouse or child and the Outside Entity:
10. Are you or your spouse or child a founder, director, officer, partner, trustee, board member of, or a holder of any supervisory, managerial, financial, technical, scientific or advisory positions in the Outside Entity?

No Yes

If Yes, specify the position(s), general responsibilities and expected time commitment (hrs/yr):

11. Do you, your spouse, or child have a consultant relationship with the Outside Entity?

No Yes

If Yes, describe the consultant duties and expected time commitment (hrs/yr):

If Yes, does the remuneration (e.g., compensation, equity, etc.) from the Outside Entity exceed \$10,000 annually when aggregated for you, your spouse or child?

No Yes

12. Do you, your spouse or child receive or anticipate receiving any gifts, gratuities, special favors, honoraria, travel expense reimbursements, finder's fees, bonus payments or other reimbursements (collectively "Income") not covered in the project of research agreement from the Outside Entity? No Yes

If Yes, does or will the value of that Income exceed \$10,000 when aggregated for you, your spouse or child? No Yes

If yes, describe the Income and explain why it is being provided by the Outside Entity:

13. Do you, your spouse or child have an interest in, or hold equity (stock, stock options, or other ownership interest) in the Outside Entity? No Yes

If no, go to question 14.

If yes, but the interest in or equity is only held in connection with a mutual fund or pension fund account and you do not exercise any control over its disposition, go to question 14.

If yes, is the Outside Entity a privately held or publicly traded company?

If yes, what is the size of the company?

If yes, is the financial relationship with the Outside Entity fixed (e.g., fixed payment) or variable (e.g., equity, stock options)?

If yes, the value of the interest or equity in the Outside Entity is \$ _____ and the percent of ownership is:

14. Does the Outside Entity hold any intellectual property rights, such as rights to a pending patent application, issued patent, or related to an invention on which you, your spouse, or child are listed as inventors?

No

Yes, but the license is from the University

Yes, and the application, patent, or license is not from the University. Indicate where the application, patent or license is from:

15. Are CSUF students or employees performing services for the Outside Entity?
 No Yes

If yes, describe:

16. Does the Outside Entity provide any service or manufacture, sell, or distribute any product, involved in the proposed project? No Yes

If yes, describe:

17. Please describe how you propose to maintain objectivity in designing, conducting, or reporting of the research activity as a result of your relationship with the Outside Entity. For example:

- What mechanisms are in place to prevent the introduction of bias into research projects?
- Will the project be supervised by someone with authority and no conflicting interests?
- What means will be used to verify research results?
- Will data and materials be shared openly with independent researchers? If not, who determines accessibility to such resources?

Explanation:

18. Please provide any additional information that will be helpful to IRA Administration and the IRA Committee in making a determination in this case.

I declare that I have used all reasonable diligence in preparing this Statement and that to the best of my knowledge it is true and complete.

Signature of Faculty

Date

Signature of Dean (Acknowledgement)

Date

Now that you have completed this form, do you believe an actual, potential or perceived conflict of interest exists?

No. Please explain your thoughts in order to help the Conflict of Interest Committee understand your position:

Yes. How do you recommend that the actual, potential or perceived conflict be eliminated or managed? (Please work with your Dean to complete the Conflict of Interest Resolution Form.)

For Committee Review Only

CONFLICT OF INTEREST DISCLOSURE REVIEW COMMITTEE RECOMMENDATIONS

_____ No conflict. No further action is required.

_____ This disclosed financial interests may reasonably have an impact on the project. The attached Conflict of Interest Resolution Plan suggests actions recommended in order to manage or eliminate the actual, potential, or perceived conflict of interest.

_____ The disclosed financial interests create a conflict that cannot be appropriately managed or eliminated. The attached memo suggests recommended actions.

Typed Name:
Chair, IRA Committee

Date

.....
_____ RECOMMENDATIONS APPROVED:

_____ RECOMMENDATIONS DISAPPROVED: (Provide suggestions for further action.)

ASI Executive Director

Date



CALIFORNIA STATE UNIVERSITY
FULLERTON

INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

CERTIFICATION OF NON-CONFLICT OF INTEREST

Program Code:

Program Name:

IRA Budget Year:

I have read The California State University Conflict of Interest Handbook (Jan 2021) , and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with the IRA program award, or any related course(s) that I am fiscally responsible for administering.

Should I find in some future contractual matter relating to the program that there may be the potential of a conflict of interest, I shall disclose that potential conflict to irafunding@fullerton.edu, the Department Chair, Associate Dean and Dean of the College. Furthermore I will complete the Statement of Financial Interests Addendum and submit the form to irafunding@fullerton.edu.

Faculty Name

Signature

Date

Summary of CSU Conflict of Interest Requirements

A. **The General Prohibition**

1. **What It Is**

“No public employee at any level of state or local government shall make, participate in making or in any way attempt to use his [or her] official position to influence a governmental [CSU] decision in which [s/he] knows or has reason to know [s/he] has a financial interest.” Gov’t Code § 87100. Any person who willfully violates the general prohibition is guilty of a misdemeanor. Gov’t Code § 91000. *This prohibition applies to all CSU employees.*

2. **Conflicting Personal Financial Interests**

a. **Personal Finances**

A personal financial interest extends beyond the public employee’s own finances or investments. A public employee has a personal financial interest in a university decision if it is reasonably foreseeable that the decision will have a material financial effect on the employee, or a member of his/her immediate family, in any one of five economic interests. Gov’t Code § 87103.

B. **Five Economic Interests**

1. **Business Investment.** Any business entity in which the employee has a direct or indirect investment worth \$2,000 or more, including ownership of stock by the employee or the employee’s spouse or dependent child.
2. **Real Property.** Any real property in which the employee has a direct or indirect interest worth \$2,000 or more. The employee’s home is not included in this calculation but any other investment property would be.
3. **Income.** Any source of income that provides \$500 or more in value promised to, or received by, the employee within 12 months prior to the time when the decision is made.
4. **Business Position.** Any business entity in which the employee is a director, officer, partner, trustee, employee, or holds any position of management.
5. **Gift.** Any donor of, a gift or gifts totaling \$520 or more, received, or promised to the employee within 12 months prior to the decision being made. Meals, travel costs, or anything else of value are included in the \$520. (This amount is tied to a consumer price index and is occasionally adjusted.)

When Disqualification is Required

If it is foreseeable that the employee will be involved in or influence a university decision that will affect any of these five types of economic interests, the employee has a conflict of interest. The Fair Political Practices Commission, the agency assigned to administer and interpret the Political Reform Act, has provided an analysis to determine when an employee has a conflict of interest that would require the employee to be disqualified from being part of the decision-making process. See: <https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/coi.pdf> at page 7. For assistance

with this analysis with respect to a particular decision, please contact University Counsel or the [FPPC](#) helpline (866-ASK-FPPC).

Where a conflict of interest exists, the employee must publicly announce the financial interest creating the conflict, *and* must also disqualify himself or herself from involvement in the decision. At a minimum, announcement of a conflict requires that the employee notify his/her direct supervisor and may require that the employee publicly announce the conflict during a public meeting and leave the room. University Counsel should be consulted. Even where specific criteria are not met and a true conflict of interest does not exist, CSU employees should be sensitive to the *appearance of conflict*, and should carefully consider whether to participate in a decision-making process whenever they have a financial interest at stake.

The disqualification rule applies to all CSU employees—regardless of whether they file a Form 700.

ADDENDUM
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This form is to be completed by any Faculty, who may have an actual, potential, or perceived conflict of interest in connection with an awarded project, when additional information is required to supplement data provided on the **700-U Form**. The term “conflict of interest” refers to situations in which financial or other personal considerations might compromise or might have the appearance of directly and significantly compromising a person’s professional judgment in proposing, administering, and reporting or other program activities.

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 Other:
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10. Are you or your spouse or child a founder, director, officer, partner, trustee, board member of, or a holder of any supervisory, managerial, financial, technical, scientific or advisory positions in the Outside Entity?

No Yes

If Yes, specify the position(s), general responsibilities and expected time commitment (hrs/yr):

11. Do you, your spouse, or child have a consultant relationship with the Outside Entity?

No Yes

If Yes, describe the consultant duties and expected time commitment (hrs/yr):

If Yes, does the remuneration (e.g., compensation, equity, etc.) from the Outside Entity exceed \$10,000 annually when aggregated for you, your spouse or child?

No Yes

12. Do you, your spouse or child receive or anticipate receiving any gifts, gratuities, special favors, honoraria, travel expense reimbursements, finder's fees, bonus payments or other reimbursements (collectively "Income") not covered in the project of research agreement from the Outside Entity? No Yes

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If yes, what is the size of the company?

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No

Yes, but the license is from the University

Yes, and the application, patent, or license is not from the University. Indicate where the application, patent or license is from:

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 No Yes

If yes, describe:

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- What mechanisms are in place to prevent the introduction of bias into research projects?
- Will the project be supervised by someone with authority and no conflicting interests?
- What means will be used to verify research results?
- Will data and materials be shared openly with independent researchers? If not, who determines accessibility to such resources?

Explanation:

18. Please provide any additional information that will be helpful to IRA Administration and the IRA Committee in making a determination in this case.

I declare that I have used all reasonable diligence in preparing this Statement and that to the best of my knowledge it is true and complete.

Signature of Faculty

Date

Signature of Dean (Acknowledgement)

Date

Now that you have completed this form, do you believe an actual, potential or perceived conflict of interest exists?

No. Please explain your thoughts in order to help the Conflict of Interest Committee understand your position:

Yes. How do you recommend that the actual, potential or perceived conflict be eliminated or managed? (Please work with your Dean to complete the Conflict of Interest Resolution Form.)

For Committee Review Only

CONFLICT OF INTEREST DISCLOSURE REVIEW COMMITTEE RECOMMENDATIONS

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_____ The disclosed financial interests create a conflict that cannot be appropriately managed or eliminated. The attached memo suggests recommended actions.

Typed Name:
Chair, IRA Committee

Date

.....
_____ RECOMMENDATIONS APPROVED:

_____ RECOMMENDATIONS DISAPPROVED: (Provide suggestions for further action.)

ASI Executive Director

Date