California State University San Marcos

2024-2025 Instructionally Related Activities (IRA) Proposal

GUIDELINES, PROPOSAL REQUEST FORM & INFORMATION

CSU Education Code - 86230

Definition: “Instructionally related activities” are defined as activities and laboratory experiences “which are at least partially sponsored by an academic discipline or department, and which are, in the judgement of the president, integrally related to its formal instructional offerings.”[[1]](#footnote-1)

The Instructionally Related Activities Fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution. These guidelines should be kept in mind when preparing the request for funds.

Instructionally related activities include, but are not limited to the following categories:

1. Radio, television, film: costs related to the provision of basic “hands-on” experience not now provided by the state. Purchase or rental of films as instructional aids shall not be included.
2. Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field.
3. Drama and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but production, direction, set design and other elements considered a part of professional training in these fields.
4. Art exhibits: support for student art shows given in connection with degree programs.
5. Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.
6. Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.
7. Other activities: activities associated with other instructional areas which are consistent with purposes included in the above may be added as they are identified and approved by the campus President.

Note: Because CSUSM has a separate Athletics fee to support intercollegiate Athletics, IRA

funds are not normally eligible to cover athletics activities.

Note: IRA funds cannot be used to pay for faculty, staff, nor administrators. Salary and benefits are for Independent Contractor/Consultants, Graduate Students, and Student Assistants.

Final Report: All recipients of Instructionally Related Activities funds must submit a final report at the end of the fiscal year in which the activity took place.

**Fiscal responsibility**: Because of university requirements for fiscal responsibility and oversight, all IRA projects submitted by student groups must have an advisor from faculty or CSUSM staff. The advisor will be responsible for the administration of awarded funds.

Proposal Deadline - Friday, April 5, 2024

California State University San Marcos

**2024-2025 Instructionally Related Activities Fee**

**Proposal Request Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposal Title:** | | |  | | | | | | | | | | | | | |
| **Submitted by:** | | |  | | | | | | | **Date:** | |  | | | | |
| **Phone:** | | |  | | | | | | | **Email:** | |  | | | | |
| **Faculty/Staff/Advisor** | | |  | | | | | | | **Email:** | |  | | | | |
| **Budget Analyst:** | | |  | | | | | | | **Email:** | |  | | | | |
| **Total funds requested:** | | | | | **$** | |  | | | | | | | | | |
|  |  |  | |  | |
| 1. Has the program previously received IRA funds? | | | | | | |  | | Yes | |  | | | | No | |
| 1. If yes, you must attach a progress report with program highlights/outcomes of initiatives and detailed budget account of expenditures to date and projections. | | | | | | |  | | Yes | |  | | | | No | |
|  | | | | | | | | | | | | | | | | |
| BUDGET SUMMARY | | | | | | |  | | | | | | | | | |
| \**Please include requested totals from your completed IRA Itemized Budget form (excel for on IRA website)* | | | | | | | Requested | | | | | | | Approved | | |
| Contracted Services or Performances: (*Contractor-Consultant Determination Process)* | | | | | | |  | **$** | | | | |  |  |  |  |
| Event Expenses: | | | | | | |  | **$** | | | | |  |  |  |  |
| Hospitality: | | | | | | |  | **$** | | | | |  |  |  |  |
| Mailing: | | | | | | |  | **$** | | | | |  |  |  |  |
| Printing & Duplicating: | | | | | | |  | **$** | | | | |  |  |  |  |
| Promotions & Outreach Programs: | | | | | | |  | **$** | | | | |  |  |  |  |
| Supplies: | | | | | | |  | **$** | | | | |  |  |  |  |
| Salaries & Benefits for Student Assistants, Graduate Student, or Casual Workers only | | | | | | |  | **$** | | | | |  |  |  |  |
| Travel: | | | | | | |  | **$** | | | | |  |  |  |  |
| Other: | | | | | | |  | **$** | | | | |  |  |  |  |
|  | | | | | | |  |  | | | | |  |  |  |  |
| Total Request: | | | | | | |  | **$** | | | | |  |  |  |  |
|  | | | | | | |  |  | | | | |  |  |  |  |

*Please indicate below how IRA award will be administered if awarded:*

Operating Fund/Dept ID: **or** Foundation/CSUSM CORP Project: **or** Other:

Proposal Deadline - Friday, April 5, 2024

California State University San Marcos

**2024-2025 Instructionally Related Activities Fee**

**Proposal Request Form**

|  |  |
| --- | --- |
| **Proposal Title:** |  |

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| --- |
| 1. Describe in detail proposed activity: |
|  |

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| --- |
| 2. What other full or partial sponsorship are you receiving from an academic discipline or department? Sponsorship must demonstrate the instructional value placed on this activity.  by an academic program or department. |
|  |

|  |
| --- |
| 3. What are the student learning outcomes for this activity? How do these outcomes support an essential educational experience? |
|  |

|  |
| --- |
| 4. What is the timeline for the planning and implementation of this activity? |
|  |

|  |
| --- |
| 5. How will you assess the learning outcomes and student experience associated with this activity? *Please note: This information will be required as part of your annual report.* |
|  |

**Instructionally Related Activities Itemized Budget**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description (Please provide a clear detailed description per category)** | **Amount per Category** |
| **Contracted Services or Performances/Independent Contractor** --Describe services/duties. Include how many contractors/performers and rate per person under description. (When hiring, you **MUST** follow the HR determination process) |  | $ |
| **Event Expenses-** This includes CSUSM room(s) set up, tables, chairs, technology, etc. DO NOT INCLUDE FOOD/REFRESHEMENTS**.** |  | $ |
| **Hospitality**-This includes any food, refreshments, plates, utensils, etc.… Please review the CSUSM hospitality requirements. |  | $ |
| **Mailing**: |  | $ |
| **Printing & Duplicating** |  | $ |
| **Promotions & Outreach Programs:** This includes CSUSM promotional items/swag/giveaways. (will require a hospitality form prior to purchase) |  | $ |
| **Supplies**: Please only include supplies (**do not** include giveaways, promotional items, food/refreshments, or utensils) |  | $ |
| **Salaries & Benefits:** Include detailed duties, hours per week, & hourly rate for Student Assistants, Graduate Student, or Casual Worker (salaries for Faculty, Staff, or Administrators **do not** qualify) |  | $ |
| **Travel:** |  | $ |
| **Other:** |  | $ |
| **Other:** |  | $ |
|  | **Total Requested** | $ - |

**SIGNATURES**

(Required for submission of Instructionally Related Activities Proposals and does **not** guarantee IRA approval)**:**

**The undersigned have reviewed and approved this Instructionally Related Activities (IRA) Proposal for review and consideration:**

Department Budget Analyst:

(Print Name & Signature)

Department Director:

(Print Name & Signature)

Department Chair:

(Print Name & Signature)

Next level administrator (Dean/AVP):

Received by Rosa Mora, IRA Administrative Support:

(Initials) Date

California State University San Marcos

**2024-2024 Instructionally Related Activities Fee**

**Proposal Request Form**

ADDITIONAL INSTRUCTIONS:

Marketing for all public events must advertise that the university will offer reasonable accommodations for persons with disabilities. See the campus policy and procedures on ADA Accommodations for Non-instructional University Events (<http://www.csusm.edu/policies/active/documents/ada_accommodations.html>). For IRA proposal planning, the relevant section of this policy states:

**PLANNING AND ADVERTISING FOR EVENTS**

A. University divisions/departments are asked to plan for the costs associated with supplying reasonable accommodation as part of the event budget. Divisions/departments unable to cover costs from available resources should contact Disability Support Services for funding assistance. Appendix A provides a general reference of cost ranges for particular accommodations; costs are subject to change and should be verified prior to final budget submission.   
  
B. The Office of Disability Support Services may be contacted as a resource in verifying costs and to receive information on how best to secure the necessary accommodations. However, the division/department will assume responsibility for coordinating accommodations as requested.  
  
C. Advertising of campus events must include a contact phone number, accessibility statement and the “accessible” logos seen in Appendix B. The Office of Communications maintains logos and are accessible on their [website](https://www.csusm.edu/communications/brand-style-guide/logo/index.html).

**HOSPITALITY**

Hospitality expenses paid with IRA funds must be included in the proposal submitted. All such expenses must be consistent with [Hospitality Policy & Procedures](https://www.csusm.edu/fs/ap/hospitality.html) website. The approving authority for all IRA Hospitality expenses is the Vice President for Student Affairs.

Instructions for submitting a proposal:

*Submit an electronic copy of the proposal to the Office of the Vice President for Student Affairs* ***via email*** *(*[*rmora@csusm.edu*](mailto:rmora@csusm.edu)*)* ***by end of the day Friday, April 5,******2024****.*

*Office of the Vice President for Student Affairs*

*California State University, San Marcos*

*Rosa Mora – Administration Building 3600*

*San Marcos, CA 92096  
 Phone: 760-750-4860*

1. The California State University and Colleges Administrative Procedures: Instructionally Related Activities Fee, EP&R 83-58 [↑](#footnote-ref-1)