To: IRA Program Coordinators  
Department Chairs  
Associate Deans  
Deans  
Vice President Student Affairs  

Date: December 7, 2017

From: Mary E. Pedersen  
Senior Vice Provost for Academic Programs and Planning

Subject: Instructionally Related Activities (IRA)  
Call for Proposals for AY 2018-19

New IRAs – Proposals due to Deans January 31, 2018  
Continuing IRAs – Proposals due to Deans March 9, 2018

On behalf of the Instructionally Related Activities Advisory Committee (IRAAC), we are pleased to announce the Call for Proposals for AY 2018-19 for any activities seeking first time recognition. The call for funding requests for currently recognized IRAs will go out separately in January 2018.

Important Information

1. Signatures are required on all forms prior to submission to the Academic Programs office. Proposals should be concise and not exceed five (5) pages in length, or seven (7) pages including the budget form. Note that Allocation Approval signatures on Budget Proposal forms are not due until funding allocation recommendations are made at the dean’s level in April/May.

2. Visit the IRA website for pertinent information, e.g., criteria, forms, sample proposals, etc.

3. Activities that receive recognition are eligible for IRA funding; however, recognition does not guarantee that an activity will receive funds in any given year as requests for funds typically exceed available funding.

4. The forms for new recognition and budget have been changed. Be sure to use the new forms (available on the IRA website).

Proposal Process

1. If you are applying for IRA recognition for the first time and you currently have club status, or you are trying to decide between applying for club status or IRA recognition, please carefully consider that the university recognizes three distinct types of student organizations: student clubs, Independent Student Organizations (ISOs), and IRAs. Each of these organization types enjoys the rights and privileges of recognition by the university but has unique funding approaches. Student organizations are assigned to one and only one of these categories based upon organizational purpose and funding eligibility. Therefore, a group that currently functions as a student club will lose its club status and associated funding if it receives IRA recognition. For more information regarding possible club status, see http://www.asi.calpoly.edu/university_union/club_services or contact ASI club services at clubservices@asi.calpoly.edu.

2. Coordinators seeking first time recognition will submit a completed Proposal for New Recognition and a Budget Proposal form to their college dean or the vice president for student affairs (VPSA) for review and required signatures by January 31st. The committee encourages
coordinators to submit a concise proposal that clearly demonstrates how the proposed activity aligns with the IRA criteria. The college dean’s and the VPSA’s offices will submit all new recognition forms to the Academic Programs office no later than February 9th.

3. IRAAC will complete its review of proposals for new recognition on or around April 1st and will notify coordinators via email.

4. If your proposed IRA receives recognition, the college dean or VPSA’s office will submit an allocation recommendation to the Academic Programs office no later than May 18th.

**Funding Process**
The college deans will be provided with total IRA allocations available for 2018-19 based on: (a) funding at the 2017-18 level (in aggregate); and (b) funding based on student headcount. Expected funding levels for the 2018-19 academic year should be available in late March.

In consultation with their student councils or the equivalent, the deans and the VPSA will be asked to recommend how these funds should be allocated to the recognized IRAs under their oversight (this information is to be submitted to Academic Programs by the May 18th deadline). The allocation recommendations for college-based and university interest activities will then be transmitted via the IRAAC to President Armstrong. Unallocated activity funds will be held in college or unit-specific reserve accounts.

Funds approved for the 2018-19 year will be transferred to IRA accounts by the beginning of Fall Quarter, 2018.

Questions regarding IRAs may be directed to Jessica Carson by email (carson@calpoly.edu) or by phone to 805 756-2326.

[http://www.academicprograms.calpoly.edu/content/IRA/index](http://www.academicprograms.calpoly.edu/content/IRA/index)

IRA Resource and Operations Guide