

2019 IRA Recognition / Funding Allocation Timeline

Deadline	Item	Responsible Party
Feb 1	New activities – submit completed <i>Proposal for New Recognition</i> and <i>Budget Proposal</i> forms for review and required signature to your college Dean (for College or University Interest IRAs) or Vice President of Student Affairs (for Student Affairs IRAs)	Coordinators submitting proposals for new recognition
Feb 11	New activities - submit <i>Proposal for New Recognition</i> and <i>Budget Proposal</i> forms with required signatures to the Academic Programs office.	College Deans or VP Student Affairs
March 8	IRA Continuing Recognition – submit the <i>Request for Continuing Recognition</i> and <i>Continuing Recognition Budget Proposal</i> forms for review and required signatures to your college Dean (for College or University Interest IRAs) or Vice President of Student Affairs (for Student Affairs IRAs).	Coordinators of continuing activities
April 2	Colleges and Student Affairs – submit the <i>Request for Continuing Recognition</i> and <i>Continuing Recognition Budget Proposal</i> forms for University Interest IRAs to the Academic Programs office for funding review and allocation.	College Deans or VP Student Affairs
April 2 or before	IRAAC – notify new activities and college deans of decisions regarding IRA recognition and, where appropriate, <i>University Interest</i> designation.	IRAAC – IRA Advisory Committee
April 2 or before	IRAAC – Provide deans and vice president offices with spreadsheets of past allocations and expenditures and new budget allocation levels for 2019-20 year.	IRAAC – IRA Advisory Committee
April - May 17	Colleges and Student Affairs – determine recommendations for 2019-20 IRA allocations <i>Note: It is the dean's or vice president's responsibility to meet with the college student council or equivalent body regarding allocations and to obtain student approval.</i>	College Deans, VP Student Affairs, and student committees
May 17	Colleges and Student Affairs – submit recommended allocation of funds for all new or continuing college-based and Student Affairs University Interest activities to Academic Programs. Materials to be submitted: allocations memo and/or spreadsheet, signed <i>Budget Proposal</i> forms, and <i>Request for Continuing Recognition</i> forms.	College Deans or VP Student Affairs
End of May	IRAAC – submit recommended allocations for all IRAs to President Armstrong.	IRAAC – IRA Advisory Committee
June/July	IRAAC – notify recognized activities of FY 2019-20 IRA allocations.	IRAAC – IRA Advisory Committee

Questions regarding IRAs or this schedule may be directed to Jessica Carson in Academic Programs and Planning by email (carson@calpoly.edu) or by phone at 805 756-2326.