# Winter – Spring 2021 IRA Timeline

## For New IRA Proposals

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 6</td>
<td><strong>Call</strong> for new IRA proposals sent out and new forms available.</td>
</tr>
<tr>
<td>Jan 11-15</td>
<td>Zoom workshops to aid in proposal development</td>
</tr>
<tr>
<td>Feb 5</td>
<td><strong>New programs/activities – Deadline</strong> to submit completed <strong>IRA New Recognition Proposal</strong> and <strong>Preliminary Budget Proposal</strong> forms to Dean’s office or VPSA. <strong>Note- Adobesign document may need to be sent sooner to ensure Dept Head/Chair can sign prior to this date.</strong></td>
</tr>
<tr>
<td>Feb 12</td>
<td><strong>Deadline for Deans / VPSA</strong> to submit <strong>Proposal for New Recognition</strong> and <strong>New Recognition Preliminary Budget Proposal</strong> forms with required signatures to the Academic Programs office.</td>
</tr>
<tr>
<td>April 1 or before</td>
<td><strong>IRAAC will notify newly proposed programs/activities of decision regarding IRA recognition</strong></td>
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## For Continuing IRA Proposals

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>About Jan 25</td>
<td><strong>Call for continuing</strong> IRA proposals sent out and new forms available.</td>
</tr>
<tr>
<td>Early February</td>
<td>Zoom workshops to aid in proposal development</td>
</tr>
<tr>
<td>March 5</td>
<td><strong>Continuing IRA-Recognized programs/activities – Deadline</strong> to submit the <strong>Request for Continuing Recognition</strong> and <strong>Continuing Budget Proposal</strong> forms for review and required signatures to your college dean or vice president’s office. <strong>Note- Adobesign document may need to be sent sooner to ensure Dept Head/Chair can sign prior to this date.</strong></td>
</tr>
<tr>
<td>April 2</td>
<td><strong>Deadline for Deans / VPSA</strong> to submit the <strong>Request for Continuing Recognition</strong> and <strong>Continuing Recognition Budget Proposal</strong> forms for <strong>University Interest</strong> IRAs to the Academic Programs office for funding review and allocation.</td>
</tr>
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## Funding Schedule for all Recognized IRAs (new and continuing)

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>April</td>
<td>Academic Programs office will notify Deans and VPSA of IRA funding available for 2021-22 AY.</td>
</tr>
<tr>
<td>April – May</td>
<td><strong>College/Student Affairs/IRAAC Committee Meetings</strong> to determine allocation recommendations for newly recognized and continuing IRA proposals</td>
</tr>
<tr>
<td>June 4</td>
<td><strong>Student Affairs and Colleges - Deadline</strong> for submitting recommended allocations of funds for all new and continuing IRAs to Academic Programs via email. Materials to be submitted: allocations memo or spreadsheet, signed <strong>Budget Proposal forms</strong> and <strong>Request for Continued Recognition forms</strong>. APP will already have the <strong>Proposal for New Recognition Forms</strong> so there is no need to resubmit.</td>
</tr>
<tr>
<td>June/July</td>
<td><strong>IRAAC – notify</strong> programs/activities of 2021-22 IRA allocations once President Armstrong approves.</td>
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<tr>
<td>Fall Qtr 2021</td>
<td>2021-22 allocations posted to IRAs</td>
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