

Winter – Spring 2021 IRA Timeline

	For New IRA Proposals
Jan 6	Call for new IRA proposals sent out and new forms available.
Jan 11-15	Zoom workshops to aid in proposal development
Feb 5	New programs/activities – Deadline to submit completed <i>IRA New Recognition Proposal</i> and <i>Preliminary Budget Proposal</i> forms to Dean’s office or VPSA. Note- Adobesign document may need to be sent sooner to ensure Dept Head/Chair can sign prior to this date.
Feb 12	Deadline for Deans / VPSA to submit <i>Proposal for New Recognition</i> and <i>New Recognition Preliminary Budget Proposal</i> forms with required signatures to the Academic Programs office.
April 1 or before	IRAAC will notify newly proposed programs/activities of decision regarding IRA recognition
	For Continuing IRA Proposals
About Jan 25	Call for continuing IRA proposals sent out and new forms available.
Early February	Zoom workshops to aid in proposal development
March 5	Continuing IRA-Recognized programs/activities – Deadline to submit the <i>Request for Continuing Recognition</i> and <i>Continuing Budget Proposal</i> forms for review and required signatures to your college dean or vice president’s office. Note- Adobesign document may need to be sent sooner to ensure Dept Head/Chair can sign prior to this date.
April 2	Deadline for Deans / VPSA to 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.
	Funding Schedule for all Recognized IRAs (new and continuing)
April	Academic Programs office will notify Deans and VPSA of IRA funding available for 2021-22 AY.
April – May	College/Student Affairs/IRAAC Committee Meetings to determine allocation recommendations for newly recognized and continuing IRA proposals
June 4	Student Affairs and Colleges - Deadline 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 <i>Budget Proposal</i> forms and <i>Request for Continued Recognition</i> forms. APP will already have the <i>Proposal for New Recognition Forms</i> so there is no need to resubmit.
June/July	IRAAC – notify programs/activities of 2021-22 IRA allocations once President Armstrong approves.
Fall Qtr 2021	2021-22 allocations posted to IRAs