

Winter – Spring 2024 IRA Timeline

	Winter: For New IRA Proposals
December 15	Call for new IRA proposals sent out and new forms available.
January	Individual in-person or Zoom workshops to aid in proposal development
Feb 2	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 9	Deadline for Deans / VPSA to sign and submit <i>Proposal for New Recognition</i> and <i>New Recognition Preliminary Budget Proposal</i> forms with required signatures to the Academic Programs office. Note: If the proposal signature routing has listed carson@calpoly.edu as a final acceptor, no need to submit separately.
April 1 or before	IRAAC will notify newly proposed programs/activities of decision regarding IRA recognition
	Winter: For Continuing IRA Proposals
Late January	Call for continuing IRA proposals sent out and new forms available.
Early February	Individual in-person and Zoom workshops to aid in proposal development
March 1	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 1	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. Note: If the proposal signature routing has listed carson@calpoly.edu as a final acceptor, no need to submit separately.
	Spring: Funding Schedule for all Recognized IRAs (new and continuing)
April	Academic Programs office will notify Deans and VPSA of IRA funding available for 2024-25 AY.
April – May	College/Student Affairs/IRAAC Committee Meetings to determine allocation recommendations for newly recognized and continuing IRA proposals
May 31	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 2024-25 IRA allocations once President Armstrong approves.
Early Fall Qtr 2024	2024-25 funding allocations posted to IRAs