

Introduction

2017-18

Instructionally Related ActivitiesRequest Deadline: **Friday, March 3, 2017****IMPORTANT REMINDERS:**

You will receive a copy of your submitted application by email. Indicate any events/funding you would consider being a priority. Not all programs, nor all components, of an event may receive funding. IRA Policies stipulate that: Funds must be used for the direct involvement or benefit to students. Funds may cover such things as travel, lodging, and materials necessary to achieve the objective of the program. Funds do not cover meals or any kind of food. Funds do not cover the cost of any non-student travel (faculty, staff, non-matriculated students, graduates, alumni). Funds are for current students only. Graduation or dis-enrollment disqualifies a student from receiving funds. Funds are not to be used for department operations. Applicants may be required to meet with the IRA Advisory Board to explain the request. Contact the Associated Students, Inc. Business Office 559.278.2656 or the Office of Academic Resources 559.278.3079 with questions. LATE applications will be reviewed on or after October 6, 2017, if funds are available.

The IRA review committee has identified helpful guidelines in an effort to help the campus community produce the most competitive IRA applications:

- 1. The committee prefers detailed applications for well planned events/programs.**
- 2. Applications for attending conferences are more competitive if the group is presenting or involved in the conference's planning.**
- 3. Reusable supplies and tools are generally not funded (eg. hammer, screwdriver)**
- 4. Applications for different events/programs should be separate, with the exception of travel to multiple of the same type of event (eg. debate/mock trial tournaments).**
- 5. The committee takes into account how well the event/program furthers the understanding and appreciation of diversity.**

If any first-time applicants have questions regarding their application and would like advice or assistance, please do not hesitate to send an email to asi-vp-finance@csufresno.edu.

I have read the Important Reminders above:

Yes, I have read these!

Program Information**PROGRAM INFORMATION**

Organization/Program (club, association, department, group, or individual requesting funds):

Name of activity or project for which funds are intended:

Date(s) of proposed activity (mm/dd/yyyy):

Contact Person Information:

Name

Phone Number

Email

Mail Stop

Department

Department Phone Number

Department Mail Stop

Mail award letter to:

Address

City

State

Zip code

Activity Director (Instructor name and mail stop, if applicable)

Name

Email

Mail Stop

Was the activity or project funded by ASI in prior years?

Yes

No

Under what name was it funded?

Please provide prior year activity or project Trust Fund #

Also provide the prior year Department I.D. #

Sponsor Information

SPONSOR INFORMATION

Please note: The applications process has changed. Upon submission, the department chair indicated below will receive a copy of this application for approval. Department chair approval is required by March 7. All applications approved by the department chair will be forwarded by ASI for Dean's approval.

College/School

- Arts & Humanities
- College of Science & Mathematics
- Craig School of Business
- College of Social Sciences
- Health & Human Services
- Student Affairs
- Jordan College of Agricultural Sciences & Technology
- Continuing & Global Education
- Lyles College of Engineering
- Other (please specify):

Department Chair Name

Department Chair Email

College/School Dean Name

Request Summary

REQUEST SUMMARY

Please list the **total budget** and **requested amounts** for the activity or project for which funds are being requested. Please remember to include **all expenses** associated with the programs referenced in this application, **not just funds being requested**.

You will have an opportunity to explain these values on the next page.

TOTAL BUDGET

Conference Registration	\$ 0
Facility Charges	\$ 0
Promotion and Publicity	\$ 0
Speaker/Performers Fee	\$ 0
Supplies	\$ 0
Travel and Lodging	\$ 0
Other	\$ 0
Total	\$ 0

AMOUNT REQUESTED

Conference Registration	\$ 0
Facility Charges	\$ 0
Promotion and Publicity	\$ 0
Speaker/Performers Fee	\$ 0
Supplies	\$ 0
Travel and Lodging	\$ 0
Other	\$ 0
Total	\$ 0

Will you be traveling in July or August?

Yes

No

Expenses

EXPENSES

List and explain ALL costs, whether or not IRA funding is being requested for each cost. Please indicate the total anticipated costs for each line item, the amount requested from IRA fees, and a brief explanation of the costs.

Conference Registration - Explanation:
(name of conference, site, dates, number of attendees, etc.)

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Facility Charges - Explanation:
(rental, tech, set up fees, security, etc.)

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Promotion and Publicity - Explanation:
(advertisements, promotional flyers, etc.)

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Speaker/Performer Fee - Explanation:
(speaking fee, speaker travel, lodging, meals)

Supplies - Explanation:

(include only those supplies needed for a specific program or activity)

Travel and Lodging - Explanation:

(Airfare or auto, hotel expenses, etc.)

Other - Explanation:

Questions and Answers

Please answer the following questions. You may attach additional documentation at the end of the application.

What is the nature of the organization or program for which you are requesting funds?

What is the purpose of the activity for which funds are being requested?

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How many Fresno State students will be actively involved in planning, presenting, and attending the activity?

Please respond to each category separately. For example, list the number of FS students who will be actively involved in planning, the number of FS students who will be actively involved in presenting, and the number of students attending the activity.

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How does your activity qualify as an Instructionally Related Activity?

You may want to reference [Instructionally Related Activities – General Policies and Procedures](#)

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Describe the impact your activity or program will have on the students directly and indirectly involved.

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Describe the impact your activity will have on the community as a whole.

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Will this activity promote diversity and/or encourage diversity at Fresno State? If so, please explain.

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If you have received IRA funding in the past, please briefly describe the activities and their results.

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Final Questions

If you are requesting funds for a speaker or performer, list possible names of presenters. Attach any information you may have about the presenter/performer (i.e. promotional flyer, credentials, vita.) at the end of this application.

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Please describe all funding and support you have secured for the activity for which you are requesting funding. Include all sources of funding (i.e. membership dues, donations, gifts-in-kind, ASI funds, admission to events).

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If you have any additional documentation you would like to upload, please use the buttons below:

File 1

File 2

File 3