




California State University
SAN MARCOS

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MEMORANDUM

DATE: 25 February 2014

TO: Graham Oberem, Provost and Vice President for Academic Affairs
Linda Hawk, Vice President for Finance & Administrative Services
College Deans

FROM: Lorena Meza, Vice President for Student Affairs, IRA Committee Co-Chair
Matt Walsh, ASI President, IRA Committee Co-Chair 

SUBJECT: 2014-2015 Instructionally Related Activities Proposal Deadline: March 28, 2014

Attached please find the 2014-2015 Instructionally Related Activities (IRA) proposal materials. The deadline for submission of requests/reports for funding is **March 28, 2014**. A completed package must have:

1. Budget Summary
2. Criteria for Evaluation
3. For 2013-2014 Recipients: Final or preliminary project report with program highlights/outcomes of initiatives and detailed accounting of expenditures.
4. An electronic copy and nine (9) stapled copies of the proposal/report submitted to Justin Lewis, Manager of Resources and Operations for Student Affairs (jlewis@csusm.edu, Craven 3600).

Incomplete or late proposals will not be considered for funding.

The Instructionally Related Activities Fee Committee, co chaired by Dr. Lorena Meza and Matt Walsh, will review all requests, and recommend activity/program allocations to President Haynes. **Applicants will be invited to present their proposals, and answer questions for the committee on April 18, 2014.**

Any questions regarding the process may be addressed to Justin Lewis (x4056). This memorandum, along with the attachments, should be duplicated and distributed to your department.

Enclosures (2)

Cc: Karen S. Haynes, President
IRA Committee