

**California State University San Marcos**  
2014-2015 Instructionally Related Activities Proposal

**GUIDELINES AND INFORMATION**

**Definition:** Instructionally related activities are defined as “those activities and laboratory experiences which are at least partially sponsored by an academic discipline or department and which are, in the judgement of the president...integrally related to its formal instructional offerings.”<sup>1</sup>

The Instructionally Related Activities Fee was established to provide support for essential educational experiences and activities that aid and supplement the fundamental educational mission of the institution. These guidelines should be kept in mind when preparing the Request for Funds.

Instructionally related activities include, but are not limited to the following categories:

- Radio, television, film: costs related to the provision of basic “hands-on” experience not now provided by the state. Purchase or rental of films as instructional aids shall not be included.
- Music and dance performance: costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance fact of the field.
- Drama and musical productions: basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance but production, direction, set design and other elements considered a part of professional training in these fields.
- Art exhibits: support for student art shows given in connection with degree programs.
- Publications: the costs to support and operate basic publication programs including a periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform or entertain should not be included.
- Forensics: activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program.
- Other activities: activities associated with other instructional areas which are consistent with purposes included in the above may be added as they are identified and approved by the campus President.
- Note: Because CSUSM has a separate Athletics fee to support intercollegiate Athletics, IRA funds are not normally eligible to cover athletics activities.

**Final Report:** All recipients of Instructionally Related Activities funds must submit a final report at the end of the fiscal year in which the activity took place.

**Fiscal responsibility:** Because of university requirements for fiscal responsibility and oversight, all IRA projects submitted by student groups must have an advisor from the faculty or the CSUSM staff. This advisor will be responsible to the university for administration of grant monies.

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<sup>1</sup> The California State University and Colleges Administrative Procedures: Instructionally Related Activities Fee, EP&R 83-58  
IRA Fund Request  
2014-2015

Proposal Deadline March 28, 2014

**California State University San Marcos  
2014-2015 Instructionally Related Activities Fee  
Budget Summary**

**Proposal Title:** \_\_\_\_\_  
**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Faculty/Staff/Advisor** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Budget Manager:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Total funds requested:**           **\$** \_\_\_\_\_

1. Did the program receive IRA funding before:    Yes                    No  
2. If yes, you must attach a progress report  
   with program highlights/outcomes of  
   initiatives and detailed accounting of  
   expenditures to date and projections.        Yes                    No

**BUDGET SUMMARY**

	Requested	Approved
Contracted Services or Performances:	\$ _____	_____
Event Expenses:	\$ _____	_____
Hospitality:	\$ _____	_____
Insurance:	\$ _____	_____
Mailing:	\$ _____	_____
Printing & Duplicating:	\$ _____	_____
Promotions & Outreach Programs:	\$ _____	_____
Supplies:	\$ _____	_____
Salaries & Benefits:	\$ _____	_____
Travel:	\$ _____	_____
Other:	\$ _____	_____
<b><u>Total Request:</u></b>	<b><u>\$</u></b> _____	_____

\*Please itemize on a separate sheet

*Please indicate how IRA award will be administered:*

Operating Fund/Dept ID \_\_\_\_\_ Foundation \_\_\_\_\_ Other \_\_\_\_\_

Proposal Deadline March 28, 2014

**2014-2015 Instructionally Related Activities Fee**

**CRITERIA FOR EVALUATION**

**Proposal Title:** \_\_\_\_\_

1. Describe proposed activity:

2. What other full or partial sponsorship are you receiving from an academic discipline or department? Sponsorship must demonstrate the instructional value placed on this activity by an academic program or department.

3. What are the student learning outcomes for this activity? How do these outcomes support an essential educational experience?

4. What is the timeline for the planning and implementation of this activity?

5. How will you assess the learning outcomes and student experience associated with this activity? *Please note: This information will be required as part of your annual report.*

## **ADDITIONAL INSTRUCTIONS:**

Publicity for all public events must advertise that the university will offer reasonable accommodations for persons with disabilities. See the campus policy and procedures on ADA Accommodations for Noninstructional University Events ([http://www.csusm.edu/policies/active/documents/ada\\_accommodations.html](http://www.csusm.edu/policies/active/documents/ada_accommodations.html)). For IRA proposal planning, the relevant section of this policy states:

### PLANNING AND ADVERTISING FOR EVENTS

A. University divisions/departments are asked to plan for the costs associated with providing reasonable accommodation as part of the event budget. Divisions/departments unable to cover costs from available resources should contact Disabled Student Services for funding assistance. Appendix A provides a general reference of cost ranges for particular accommodations; costs are subject to change and should be verified prior to final budget submission.

B. The Office of Disabled Student Services may be contacted as a resource in verifying costs and to receive information on how best to secure the necessary accommodations; however, the division/department will assume responsibility for coordinating appropriate accommodations as requested.

C. Advertising of campus events must include a contact phone number, accessibility statement and the “accessible” logos seen in Appendix B; an electronic copy of these logos is available on the Office of Communications website: <http://www.csusm.edu/communications/logo.html>

### HOSPITALITY

Hospitality expenses paid with IRA funds must be included in the proposal submitted. All such expenses must be consistent with Hospitality Policy & Procedures website can be accessed online at [http://www.csusm.edu/policies/active/documents/hospitality\\_expenses.html](http://www.csusm.edu/policies/active/documents/hospitality_expenses.html). The approving authority for all IRA Hospitality expenses is the Vice President for Student Affairs.

## **Instructions for submitting a proposal:**

*Submit an electronic copy ([jlewis@csusm.edu](mailto:jlewis@csusm.edu)) and nine (9) hard copies (stapled & hole punched) of the proposal to the Office of the Vice President for Student Affairs by 5:00 p.m. on March 28, 2014.*

*Office of the Vice President for Student Affairs  
California State University San Marcos  
Craven Hall 3600  
Attn: Justin Lewis  
San Marcos, CA 92096  
Phone: 760-750-3312*