



## MEMORANDUM

**DATE:** February 4, 2010

**TO:** Emily Cutrer, Provost  
Linda Hawk, Vice President for Finance & Administrative Services  
College Deans  
2009/2010 IRA Recipients

**FROM:** Pat Worden, Vice President for Student Affairs, IRA Committee Co-Chair  
David Ricardo, ASI President designee, IRA committee Co-Chair

**SUBJECT:** 2010/2011 Instructionally Related Activities Proposals due February 26, 2010

Attached please find the 2010/2011 Instructionally Related Activities proposal materials. Deadline for submission of requests/reports for funding is February 26, 2010. A completed proposal must have:

1. Statement of Objectives
2. Complete Budget Summary
3. For 2009/10 Recipients: Final or preliminary project report due with program highlights/outcomes of initiatives and detailed accounting of expenditures.
4. Twelve (12) stapled copies of the proposal/report submitted to Patty Diaz, Craven 3600

Incomplete or late proposals will not be considered for funding. Additionally, please note that the available fee revenue will be impacted by the enrollment projections established by the CSU.

The Instructionally Related Activities Fee (IRA) Committee, co-chaired by Dr. Pat Worden and David Ricardo, 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 March 12, 2010 in MARK 322.**

Any questions regarding this process may be addressed to Patty Diaz (x 6025) in the Office of the Vice President for Student Affairs. This memorandum, with attachments, should be duplicated for dissemination in your area.

PW:pd

Cc: Karen S. Haynes, President  
IRA Committee