



### Instructionally Related Activities (IRA) 2024-2025 Call for Proposals Timeline

| DEADLINE                                         | DESCRIPTION                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday, March 11, 2024 →                         | Call for Fiscal Year 2024-2025 Instructionally Related Activities (IRA) Proposals Memorandum                                                                                                                                                                                                   |
| Friday, March 13, 2024                           | IRA Proposal Request packet will be available to download from the Student Affairs website <a href="https://www.csusm.edu/sa/ira/index.html">https://www.csusm.edu/sa/ira/index.html</a>                                                                                                       |
| <b>Friday, April 5, 2024 by end of the day</b> → | IRA Proposal Request with detailed Itemized Budget packet is due to Student Affairs via Adobe Sign with <u>all required signatures</u> to Rosa Mora at <a href="mailto:rmora@csusm.edu">rmora@csusm.edu</a> . <b>Late proposals requests will not be considered.</b>                           |
| Friday, April 19, 2024 →                         | IRA Proposal Presentations (if needed) & Deliberations will take place. Time and location to be scheduled by Rosa Mora after proposals have been reviewed.                                                                                                                                     |
| Friday, May 03, 2024 →                           | IRA Proposal Recommendation Memorandum due to President Neufeldt for review and consideration.                                                                                                                                                                                                 |
| May - June, 2024 →                               | President submits decision to IRA Co-Chair, Vice President Diaz                                                                                                                                                                                                                                |
| June, 2024                                       | Individuals will be notified of IRA Proposal Request status (approved or denied).                                                                                                                                                                                                              |
| June, 2024                                       | IRA proposal awardees, department budget analyst, and Rosa Mora will need to meet to discuss IRA award funding limitations and to <b>ensure</b> all department, colleges, and university guidelines/protocols are reviewed and followed. Funds cannot be used until this meeting takes place . |

2024-2025

IRA Co-Chairs:

Bridget Blanshan, Associate Vice President for Student Affairs/Title IX Coordinator  
Moy Valdez, ASI President