



MEMORANDUM

DATE: March 11, 2024

TO: Dr. Carl Kemnitz, Provost and Vice President for Academic Affairs
Jessica Berger, Vice President for University Advancement
Leon Wyden Jr., Vice President for Finance & Administrative Services
Dr. Patricia Prado-Olmos, Chief Community Engagement Officer
Dr. Aswad Allen, Chief Diversity Officer
Dr. Sarah Villarreal, Chief of Staff, Office of the President

FROM: Dr. Viridiana Diaz, Vice President for Student Affairs, IRA Committee Co-Chair ^{VD}
Moy Valdez, ASI President, IRA Committee Co-Chair ^{NL}

SUBJECT: 2024-2025 Instructionally Related Activities Call for Proposals

This memorandum serves as a call for proposals for the 2024-2025 Instructionally Related Activities (IRA) process. The deadline for submission of new IRA funding requests for 2024-2025 is **April 5, 2024**.

Information and application materials may be found at <https://www.csusm.edu/sa/ira/index.html>

Complete applications must include:

1. IRA Guidelines & Proposal Request Form with Itemized Budget

Prior year IRA funding recipients who intend to submit a continuation of their proposal must submit a final or preliminary summative report with project highlights, evaluation of outcomes, and a detailed account of actual and projected expenditures by **April 5, 2024**.

The IRA Committee will review all requests and recommend project allocations to President Neufeldt for final approval.

College deans will receive this announcement for distribution and information will be shared via CSUSM's University Communication announcements.

Applicants may be invited to present their proposals and/or answer proposal related questions on April 19, 2024. Rosa Mora will contact all applicants for scheduling.

An electronic copy of the proposal with summative report (if applicable) should be submitted to Rosa Mora, Senior Resources and Operations Analyst for Student Affairs **by the end of business day on April 5, 2024**. Late proposals will **NOT** be considered. Contact Rosa Mora via email (rmora@csusm.edu) or via TEAMS) for questions or concerns.