

# IRA 2020-2021 COVID Revised Application

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**Q1 As mentioned in the letter sent to you by the SFAC, the distribution of IRA funds has been delayed given the rapidly changing environment and uncertainty of COVID-19.**

**In order to move forward with distribution we are asking all returning programs to answer a few questions about changes to your program's plan and associated health and safety related to COVID-19.**

**Expenses to items such as travel, hospitality, and student assistants (non-work study or those who aren't ISAs, TAs, or GAs) will not be considered for funding this year. This is as a result of the directive from the CSU Chancellor's Office to conduct activities in a remote environment for the remainder of the Fall semester.**

**As we move forward there may be consideration for changing requirements in the Spring semester. Those programs who choose to forego their current allocation due to not being able to meet health and safety protocols will be allowed to re-apply in the next cycle as a returning program.**

**For any questions please reach out to Anna Reynolds-Smith @ 707.664.4206 or [dsaadmin@sonoma.edu](mailto:dsaadmin@sonoma.edu).**

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**Q2 Understanding the university's [health and safety protocols](#) related to COVID-19, will your program still be able to meet your program objectives?**

- ☐ **Yes, we will adjust our program to meet all COVID-19 health and safety guidelines for 2020-21 and would still like to be considered for IRA funding. (4)**
- ☐ **No, for 2020-21 our program will forego the previously recommended allocation in light of the COVID-19 health and safety protocols. PLEASE NOTE: Requests for 2021-22 will be considered as a returning program. (6)**

**Q3 Please select program title.**

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**Q4 Program Name**

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**Q5 Contact Information for the individual submitting the application.**

☐ **Full Name (i.e. Sally Seawolf) (1)**

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☐ **Department (i.e. School of Business and Economics) (2)**

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☐ **Email (i.e. sally.seawolf@sonoma.edu) (3)**

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☐ **Campus Phone Number (i.e. 707.664.2631) (4)**

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**Q6 As a reminder, IRA funds cannot be spent on the following items:**

- Equipment used exclusively for classroom instruction
- Promotional items (not including posters, flyers, etc)
- Gifts that honor, thank, or congratulate an individual or group
- Faculty and professional staff salaries
- Capital Projects (building, remodeling, etc.)
- Any activities or expenses not included in the original application proposal
- Tuition and course fees
- Grant in aid (scholarships, stipends, grants, etc.)
- Retroactive funding without consent of the Fee Advisory Committee
- Travel expenses for faculty and staff (if it is critical for faculty/staff members to travel, the university should fund this expense)

**In addition, there are COVID-19 specific restrictions that exist due to regulations and guidelines implemented by the Governor's Office, CSU Chancellor's Office, or at the campus discretion to comply with health and safety protocols. As a result, the following items will not be funded for the 2020-21 academic year:**

- Hospitality expenses
- Travel expenses
- Student employees (unless they are federal work study or unit 11 (ISAs, TAs, GAs))

**Q7 Please provide a full budget for the amount you are requesting IRA funds to cover. The total budget must not exceed the amount recommended by the SFAC.**

**Honoraria :** \_\_\_\_\_ (1)

**Speaker/Performer Fees (virtual only) :** \_\_\_\_\_ (2)

**Student Assistant Wages (only if federal work study or unit 11 (ISAs, TAs, GAs)) :** \_\_\_\_\_ (3)

**Supplies :** \_\_\_\_\_ (5)

**Printing/Copying :** \_\_\_\_\_ (7)

**Advertising/Publicity :** \_\_\_\_\_ (8)

**Events (virtual only) :** \_\_\_\_\_ (9)

**Other (Please Specify) :** \_\_\_\_\_ (10)

**Total :** \_\_\_\_\_

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**Q8 Please upload a detailed excel spreadsheet categorizing "other" expenses.**

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**Q9 Please share how your program will be changing it's plan to adjust for COVID-19 health and safety protocols. If you have a supplemental health and safety plan please upload it below.**

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**Q10 If applicable, please upload any additional health and safety plans.**

**Q11 Do you have IRA funds from 2019-20 that you would like to roll-forward?**

☐ Yes (1)

☐ No (2)

**Q12 What is the amount of unspent funds you are requesting to roll forward?**

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**Q13 Please detail why you would like to have previously unspent funds roll forward.**

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