IRA 2025-2026 Budget and Assessment Application

The IRA Budget and Assessment Application allow programs to submit information about prior year funding use and to request IRA funding for the following academic year. Surveys that meet the required criteria and are received by the deadline will be reviewed by the Student Fee Advisory Committee to provide a recommendation to the President regarding funding allocations for the annually funded IRA programs for the coming year. Following the final approval from the President, the IRA Program Coordinator will be notified of the funding decision for their program. The committee's goal is to notify programs of their awards for the coming year by to the end of the Spring semester.

In order for programs to be considered they must:
1) Meet IRA Criteria as outlined by Education Code 89230;
2) Submit a complete application via Qualtrics by the specified deadline;
3) Must be tied to a course which cannot be the same course as another IRA program;
4) Must be reviewed and approved by the department Chair and Vice President/Dean;
5) If a program is seeking an increase, the requested increase can be no more than a 50% increase from the current year award.

As a reminder, **prohibited** expenses for annually funded IRA programs are as follows:
 - Equipment used exclusively for classroom instruction (both in-person and online)
 - Hospitality expenses (refreshments, etc.) which exceed 25% of the IRA allocation
 - 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 Student Fee Advisory Committee or IRA Sub-Committee
 - Travel expenses for faculty and staff
  For any questions, please contact Anna Reynolds-Smith @ 707.664.4206 or anna.reynolds@sonoma.edu.

What type of IRA program request are you applying for?

○ Existing Program WITHOUT an Increase (4)

○ Existing Program WITH an Increase - For programs requesting an increase, please remember that due to enrollment decline, the IRA funding available may be less than FY24/25. In addition, increases are not guaranteed and programs cannot request an increase of more than 50% from the current year award. (5)

Please briefly describe why you are requesting a funding increase. (Please limit responses to 1500 characters.)

Please provide a brief program assessment for your IRA Program for last year and be sure to include:
1) Describe how the program was essential to a quality educational program and an important instructional experience for any student enrolled in the program;
2) Provide the number of students the program served last year and is projected to serve for the current year; and
3) Provide a detailed financial report of awarded IRA Funds for last year, amount utilized to date in the current year and include the projected year-end balance for the current fiscal year.

Please select program title and name.

▼ RQ003 Student Research Grant (68) ... New Program (129)

Contact Information: IRA Annually Funded Program Coordinator's Contact Information

○ Full Name (i.e. Sally Seawolf) (1)

_____

○ Department Name (i.e. Business)   (2)

_____

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

_____

○ Campus Phone Number (i.e. 707.664.2631) (4)

_____

Department Chair/Director Information:

○ Full Name (i.e. Sally Seawolf) (4)

_____

○ Email (i.e. sally.seawolf@sonoma.edu) (5)

_____

Has your Department Chair reviewed and approved this program for continuation?

○ Yes (1)

○ No (2)

Vice President/Dean Information

○ Full Name (i.e. Sally Seawolf) (4)

_____

○ Email (i.e. sally.seawolf@sonoma.edu) (5)

_____

Has your Vice President/Dean reviewed and approved this program for continuation?   By clicking "Yes," you certify that you have received the Vice President/Dean's approval on this program request and they authorize the program for continuation. If you have not reviewed this program request with your Vice President/Dean, please complete the

application when you can certify that you have their approval.

○ Yes (1)

○ No (2)

What is the primary IRA Category for this program?

○ **Intercollegiate Athletics:** costs that are necessary for a basic competitive program including equipment and supplies and scheduled travel, not provided by the state. Athletic grants should not be included. (9)

○ **Radio, Television, and Film:** costs related to the provisions of basic "hands-on" experience not provided by the state. Purchase or rental of films as instructional aids shall not be included. (2)

○ **Music and Dance Performances:** costs to provide experience in individual and group performance, including recitals, before audiences and in settings sufficiently varied to familiarize students with the performance facet of the field. (3)

○ **Theatre and Musical Productions:** basic support of theatrical and operatic activities sufficient to permit experience not only in actual performance, but in production, direction, set design, and other elements considered a part of professional training in these fields. (4)

○ **Art Exhibits:** support for student art shows given in connect with degree programs. (5)

○ **Publications:** the costs to support and operate basic publication programs including periodic newspaper and other laboratory experience basic to journalism and literary training. Additional publications designed primarily to inform and entertain shall not be included. (6)

○ **Forensics:** activities designed to provide experience in debate, public speaking, and related programs, including travel required for a competitive debate program. (7)

○ **Other Activities:** activities associated with other instructional areas that are consistent with purposes included in the above may be added as they are identified. (8)

What is the mission of your program? (Please limit response to 2000 characters)

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_____

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_____

What are the program's learning objectives and outcomes? (Please limit response to 2000 characters)

_____

_____

_____

_____

_____

How does your program directly benefit students? (Please limit response to 2000 characters)

_____

_____

_____

_____

_____

How many students participate in your program (not including student assistants who support and work for the program)?

○ (i.e. 200) (1) _____

How do you specifically track the number of students you serve? (Please limit response to 2000 characters)

_____

_____

_____

_____

_____

What current course offerings does this program align and/or contribute to? Please note that each primary course can only have one IRA program tied to it.

	Course Number (i.e. Univ 238) (2)	Course Title (i.e. Foundations of Leadership) (3)
Primary Course (4)		

If applicable, please add any other courses that your program will impact.

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_____

_____

Budget Request

As a reminder, annually funded programs **cannot** utilize IRA funds on the following items:

- Equipment used exclusively for classroom instruction
- Hospitality expenses (refreshments, etc.) which exceed 25% of the IRA allocation
- 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)

For any questions, please contact Anna Reynolds-Smith @ 707.664.4206 or anna.reynolds@sonoma.edu.

Budget Request: Please provide a Fall and Spring budget request for IRA funds assuming there are no restrictions, other than those noted above.

	Fall 2025 (1)	**Spring 2026** (2)
Honoraria		
Speaker/Performer Fees		
Student Assistant Wages		
Travel (STUDENT ONLY)		
Supplies		
Hospitality (can be no more than 25% of IRA Allocation)		
Printing/Copying		
Advertising/Publicity		
Events (Space Rental, etc.)		

Other (Please Specify)		
Total		

Please explain your "other" expenses in detail:

_____

Budget Narrative and Detail:

Please upload a detailed **excel spreadsheet** outlining all expenses, including, but not limited to: Number of speakers and cost per each, Number of student assistants and cost per each, Number participating in travel and estimated cost per each, Hospitality expenses type and cost per each, printing/copying, number of advertisements/publicity, Event cost details and Other category details and cost per each.

Please utilize the following budget template to provide additional details on your budget request: IRA Budget Request Detail Template