

REQUEST FOR CERTIFICATION



I. Eligibility

Activities/programs recommended for support from Instructionally Related Activities (IRA) funds must be both certified by the Provost as academically valid, and must be declared eligible for IRA funding by the Provost, in accordance with the criteria specified below. If an activity/program that has been discontinued wishes to become recertified, they must reapply for certification.

II. Criteria

- Be substantially related to an instructional program and a direct extension of the in-class experience;
- Have direct faculty involvement in the management and supervision of the activity/program;
- Provide an identifiable benefit to a significant number of students;
- Enhance the overall balance of university activities/programs and the breadth and balance of the IRA activities/programs;
- Cannot duplicate another university certified activity.

III. Funding Process

Following review of all proposals, the IRA Advisory Committee will submit their budget recommendation to the Provost for final approval. **Activity/program funding is an entirely separate issue, and certification does not guarantee IRA funding.**

IV. Proposal Format

Utilizing the form below, please explain the proposed activity/program. Be sure to detail the project and include an estimated budget. Once the dean/director approves the proposal, forward the request to Kim Williams, kwilliams@csuchico.edu. The activity/program director and college/unit dean/director will be invited to a scheduled IRA meeting to present the proposal. Upon the IRA Advisory Committee's activity/program certification recommendation, the request is then forwarded to the Provost for final approval.

1) Provide details on the proposed activity/program below.

Proposed IRA Activity/Program Name: _____

Activity/Program Director: _____

Campus Zip: _____ Department/Unit: _____

Campus Phone: _____ Campus Email: _____

2) Please list at least two student representatives and their emails.

3) Is this group currently a recognized Student Organization through Student Life and Leadership or Associated Students?



REQUEST FOR CERTIFICATION

4) *Tell us how your activity/program relates to your college/unit's educational mission and how co-curricular activities impact the college/unit and the students.*

5) *IRA activities/programs must be integrally related to a formal CSU, Chico instructional offering. Which course is the activity/program associated with?*

6) *How many students, faculty, and staff are involved with your activity/program? Please list each group as a separate entry.*

7) *What competitions, if any, is the activity/program involved in? What are the dates of the competitions and where are they held? How many students will participate in competitions (if applicable)?*

8) *No certified IRA activity/program is funded entirely by IRA fees. Please explain your budget (income and expenses). Include out-of-pocket costs paid by the students. **Please submit this in a spreadsheet format as an attachment with your proposal.***



REQUEST FOR CERTIFICATION

9) How much funding is the college/unit willing to allocate to the activity/program? List amounts and sources of funds.

10) The IRA Advisory Committee considers it important to have IRA activities/programs involved in fundraising efforts to help support its full cost. Please explain any fundraising your activity/program is involved with. List amounts and sources of funds.

11) If no IRA funding is available, how will your activity/program pay for its activities and competitions? Are college/unit IRA reserve funds available? Does the college/unit have any other types of funding it will provide, and if yes, how much will it allocate to your activity/program?

12) Proposal Approved by:

Activity/Program Director: _____ Date: _____

Print Name: _____

Department Chair: _____ Date: _____

Print Name: _____

Dean/Director: _____ Date: _____

Print Name: _____