



#{e://Field/Term} Instructionally Related Activities Funds (IRA) Late Call Application

Application Submission Deadline: #{e://Field/App-Deadline}
Activity Director/Club Advisor Approval Deadline: #{e://Field/AD-Deadline}

A. Reminders

IMPORTANT REMINDERS

Please submit an Instructionally Related Activity (IRA) application for any events/funding you would consider being a priority. Not all applications, nor all components of an application, may receive funding. IRA Policies stipulate that funds must be used for the direct involvement or benefit to current Fresno State students only, graduation or dis-enrollment disqualifies a student from receiving funds. Funds may cover such things as: travel, lodging, speaker fees, and materials necessary to achieve the objective of the program. Funds do not cover such things as: meals or any kind of food, cost of any non-student travel (faculty, staff, non-matriculated students, graduates, alumni), durable goods, promotion and/or publicity, and gift cards to name a few. IRA funds are not to be used to cover department operations/expenses. The IRA Advisory Board may reach out to the applicants for explanation of items requested in the application. You will receive a copy of your submitted application by email. **Late IRA applications will not be accepted.**

The IRA review committee has identified helpful guidelines in an effort to help the campus community produce the most competitive IRA applications:

- 1. The committee prefers detailed applications for well-planned events/programs.**
- 2. Applications for attending conferences are more competitive if the group is presenting or involved in the conference's planning.**
- 3. Reusable supplies and tools are generally not funded (e.g., hammer, screwdriver)**
- 4. Applications for different events/programs should be separate, with the exception of travel to multiple of the same type of event (e.g., debate/mock trial tournaments).**
- 5. The committee takes into account how well the event/program furthers the understanding and appreciation of belonging.**

For questions about the application procedure or if you are a first-time applicant needing advice or assistance, please do not hesitate to call the Academic Resources Office at 559-278-2309 or email at aro@mail.fresnostate.edu.

Please confirm that you have read the Important Reminders listed above.

☐ I confirm that I have read the Important Reminder above.

B. Filter

Is student participation in this activity/event required for a course?

- ☐ Yes
☐ No

Will student participation in this activity/event receive a letter grade in a course?

- ☐ Yes
☐ No

Is your organization currently an active Club Sport for \${e://Field/Term}?

*Note: If your organization is a Club Sport, it must be **currently active** to submit this application. If you are unsure, please check with Student Involvement by emailing jdominguez@mail.fresnostate.edu.*

- ☐ Yes, my organization is an **active Club Sport**.
☐ No, my organization is a **Club Sport, but it is not currently active**.
☐ N/A: My organization is **not a Club Sport**.

C. Sponsor Info

SPONSOR INFORMATION

Please note:

- Upon submission, the Activity Director or Club Advisor indicated below will receive a copy of this application for approval.
- Activity Director/Club Advisor approval is required by **\${e://Field/AD-Deadline}**.
- All applications approved by the Activity Director or Club Advisor will be forwarded by ARO for Dean's review and approval.

Your College/School Information

- **College/School:** \${e://Field/College-School}
- **Dean/Administrator:** \${e://Field/Dean}
- **Dean's/Administrator's Email:** \${e://Field/DeanEmail}

D. Program Info

PROGRAM INFORMATION

Name of Organization/Program Information (club, association, department, group, or individual requesting funds):

Please describe in detail the nature of the Organization/Program for which you are requesting funds.

Name of Organization

Please describe in detail the nature of the Organization/Program for which you are requesting funds.

Did you previously receive IRA funding for the Fall 2026 semester?

☐ Yes. Please provide the IRA Project No. found in the top-right corner of your IRA Award Letter:

☐ No

Type of activity/event for which funds are being requested (select all that apply):

- ☐ Event
☐ Student Travel
☐ Speaker Series/Professional Guest
☐ Other

Name of activity/event for which IRA funds are being requested:

Date(s) of proposed activity/event:

Start Date (date format:
MM/DD/YYYY)

End Date (date format:
MM/DD/YYYY)

Contact Person Information:

Individual listed as the contact person will be added to a listserv, all IRA related notifications will be sent to this individual. If someone else needs to be added to the listserv please email aro@mail.fresnostate.edu with the individual's name, email address, and name of activity/event for which IRA funds are being requested.

Full Name

Fresno State Email

Re-enter Fresno State
Email

Phone Number

Department

Department Phone
Number

(Optional) **Secondary Contact Person Information:**

Individual listed as the secondary contact person will be added to a listserv, all IRA related notifications will be sent to this individual. If someone else needs to be added to the listserv please email aro@mail.fresnostate.edu with the individual's name, email address, and name of activity/event for which IRA funds are being requested.

Full Name

Fresno State Email

Re-enter Fresno State
Email

Phone Number

Department

Department Phone
Number

Club Advisor / Activity Director (Instructor/Staff name)

[Click here to look up faculty or staff contact info.](#)

Note: Please double-check the faculty or staff email—if it's incorrect, the approval request will not go through.

Full Name

Fresno State Email

Re-enter Fresno State
Email

Phone Number

Department

Has the activity/event received IRA funding in prior years?

☐ Yes

☐ No

Please provide additional information regarding activity/event that has previously received IRA funding:

Activity/Event Name

Semester in which
activity/event was
funded

Activity/event Project #

Activity/event Department ID

REQUEST SUMMARY

Please list the total requested amounts for the activity/event for which funds are being requested. Please remember to include all expenses associated with the programs referenced in this application.

AMOUNT REQUESTED

Facility Charges	0
Speaker/Performer Fees	0
Supplies	0
Conference Registration	0
Transportation	0
Lodging	0
Other	0
Total	0

Facility Charges - Detailed, Clear, Organized, and Complete Explanation/Budget Breakdown:

Speaker/Performer Fees - Detailed, Clear, Organized, and Complete Explanation Explanation/Budget Breakdown:

Supplies - Detailed, Clear, Organized, and Complete Explanation Explanation/Budget Breakdown: (durable goods excel sheet)

Conference Registration - Detailed, Clear, Organized, and Complete Explanation Explanation/Budget Breakdown:

Conference Location

- ☐ In State (California)
- ☐ Out of State
- ☐ International
- ☐ Unknown

Transportation - Detailed, Clear, Organized, and Complete Explanation Explanation/Budget Breakdown:

Lodging - Detailed, Clear, Organized, and Complete Explanation Explanation/Budget Breakdown:

Other - Detailed, Clear, Organized, and Complete Explanation Explanation/Budget Breakdown:

How does your activity/event support and advance overall mission for student success? (Student Impact & Engagement)

How does your activity/event qualify as an Instructionally Related Activity? - Describe how your activity/event supports educational or professional outcomes for student participants. (Learning Outcomes)

What is the purpose of the activity/event for which funds are being requested? - Please describe how the activity/event aligns with a course or discipline; enhances academic instruction and/or supports course learning objectives? (Instructional Integration & Relevance)

Describe the impact your activity/event will have on the students directly and indirectly involved. - How will this project contribute to meaningful student involvement (planning, attending, presenting, etc.) and provide development opportunities not otherwise available? (Broader Benefit & Feasibility)

How many Fresno State students will be actively involved in this activity/event?

Number of students
actively involved in
planning

Number of students
presenting

Number of students
attending

Excluding IRA funds, have you received any other funding or support for the activity or event you are requesting funding for? (Proposal Clarity, Budget & Funding Avenues)

- ☐ Yes
- ☐ No

Provide a breakdown of additional funding received (excluding IRA funds) and support secured for your requested activity/event.

Facility Charges	0
Speaker/Performer Fees	0
Supplies	0
Conference Registration	0

Transportation

0

Lodging

0

Other

0

Total

0

D. Supporting Documents

Do you have any supporting documentation in PDF that you would like to upload?

- ☐ Yes
☐ No

Please upload your supporting documentation as a PDF file.

If you have multiple supporting documents, please combine them into a single PDF.

Will this event/request be used to pay employees or students? (excluding paying guest speakers)

- ☐ Yes
☐ No