2024-2025 IRA Application Process

We are pleased to announce that effective August 25, 2023, the Instructionally Related Activities (IRA) application portal opens for project proposals with performance expectations between July 1, 2024, and June 30, 2025.

The application portal will close September 29, 2023.

If you are unfamiliar with IRA funding, the Instructionally Related Activities fee is a category II fee paid by students. In accordance with ED Code 89230, the fee provides funding for educational experiences and activities directly related to courses offered at the university. Every year, the IRA Committee accepts funding proposals and submits a proposed budget to the Vice President Academic Affairs/Provost, Vice President Student Affairs, and the University President.

To apply for 2024-25 funds, you will be required to complete the IRA Funding Orientation through the Employee Training Center (ETC) *before submitting your application for consideration*. Sign up **here** to receive an invitation to complete the Funding Orientation session. Completion of this orientation is required for your proposal application to be considered for funding.

Thank you for helping to engage our students with activities that enrich the student learning experience.

IRA Application Instructions:

The IRA funding application operates on the InfoReady platform through the Office of Research and Sponsored Projects. Here are a few helpful tips to consider as you complete your application:

You can start and save your progress throughout the application process.

You must complete and upload the IRA Budget Worksheet in order for your application to be considered. The revised budget worksheet includes space for travel related expenses.

Link to the Budget Worksheet – you can also download the form directly from the application.

You must submit your application before the deadline (partial applications will not be considered).

1. Login to **InfoReady** Office of Research and Sponsored Projects home page, or use this **direct link** to the app and log in using the SSO CSUF User option.

2. Prepare your Budget Worksheet and upload the completed form to your application.

3. Begin filling out your application ~ complete all required sections

4. Review the IRA Rubric for information that may be useful to your application narrative.

5. Complete the IRA Conflict of Interest Statement and upload the completed form to your application.

If you have any questions or concerns, please send a detailed email to **irafunding@fullerton.edu**. We would be happy to assist you to the best of our abilities.