



Instructionally Related Activities (IRA) Application 2025 - 26 Academic Year

COVER SHEET

By completing and submitting the attached IRA Request, I certify that I have read and will follow Executive Orders 1062 and 1041, as well as Cal Maritime Field Trip and Off-Campus Activity Guidelines (see IRA Academic Year 2025 - 26 Funding Request Instructions).

Submit this **Cover Sheet** and your completed **IRA Request Form** electronically, along with accompanying documents (*as needed*) to Samantha Koekemoer (SKoekemoer@csum.edu) by the **Friday, April 4, 2025** deadline.

Awardees will be given *tentative* approval in the spring semester, but final approval is only after the finalization of the **25/26 budget** (typically in August).

Name of Program Activity: _____

Submitted by: _____ Signature: _____ Date: _____

Name of sponsor, if different: _____

Location of IRA activity: _____ Semester for IRA activity: _____

Name and approval of Department Chair/ Supervisor:

Print Name: _____ Signature: _____ Date: _____

Name and approval of Dean (or Director if applicant is outside Academic Affairs):

Print Name: _____ Signature: _____ Date: _____

TOTAL AMOUNT REQUESTED: \$ _____

Do Not Write Below This Line for Office Use Only

Disposition of IRA Committee, recommended amount: \$ _____ Not Recommended

IRA Committee Chair Signature: _____ Date: _____

Executive Dean of Academic Affairs: Approved Denied

Print Name: _____ Signature: _____ Date: _____



2025-26 IRA Application

Please attach separate document if space is needed.

1. Description Of Proposed IRA Activity:

2. Description of Proposed Alternative Assignment (for students who might be unable to participate in the activity):

3. PROPOSED BUDGET:

Complete the following table(s) and include details as needed or complete and submit an Excel spreadsheet.

<i>Supplies</i>	<i>2025/26 Budget Request</i>	<i>Details</i>
Office Supplies (provide details)		
Other Supplies (provide details)		
<i>Professional Services</i>		
Printing		
Advertising		
Other Professional Services (provide details)		
<i>Student Travel</i>		
Transportation		
Lodging		
Meals		
<i>Facility Rental</i>		
Off-campus Facilities (provide details)		
<i>Equipment</i>		
Equipment Purchase (provide details)		
Equipment Rental (provide details)		
<i>Other</i>		
Miscellaneous Expenses (provide details)		
Total Expenses	\$	
Total Revenue*	\$	
Total Requested**	\$	

* Subtract expected ticket sale or other revenues from expenses, if applicable, and enter difference in Total Requested.

** Enter total amount requested on the first page of the cover sheet.



FACULTY/STAFF TRAVEL BUDGET

Complete the following table if proposed activity includes *out-of-state* or *overnight travel*. Out-of-state or overnight field trips require a faculty or staff member in attendance, but IRA funds may not be used for faculty/staff expenses. Non-IRA funding for faculty or staff travel must be earmarked and approved by appropriate dean or another authorizing official.

Faculty/Staff Travel	Budget	Details
<i>Transportation</i>		
<i>Lodging</i>		
<i>Meals</i>		
Total Non-IRA Travel Expenses		

Source of faculty/staff travel funds: _____

Name and Approval of Dean (or Director if applicant is outside Academic Affairs):

Print Name: _____ Signature: _____ Date: _____

4. Number of Cal Maritime students expected to participate: _____

5. Academic courses, disciplines, or departments affiliated with activity: _____

6. Other possible funding sources:

7. Advancement of Cal Maritime’s mission:

8. Student Learning Objectives: Please state two (2) Program or Institution-Wide Learning Objectives that will be addressed by the proposed activity.

9. Assessment/Evaluation: Please indicate how the proposed activity will be assessed or evaluated for learning effectiveness.