

Instructionally Related Activities (IRA) Application
2024-25 Academic Year
COVER SHEET

By completing and submitting the attached IRA Request, I certify that I have read and will follow the

_____ _____



2024-25 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.

Supplies	2024/25 Budget Request	Details
Office Supplies (provide details)		
Other Supplies (provide details)		
Professional Services		
Printing		
Advertising		
Other Professional Services (provide details)		
Student Travel		
Transportation		
Lodging		
Meals		
Facility Rental		
Off-campus facilities (provide details)		
Equipment		
Equipment Purchase (provide details)		
Equipment Rental (provide details)		
Other		
Miscellaneous expenses (provide details)		
Total Expenses	\$	
Total Revenue*	\$	
Total Requested**		

FACULTY/STAFF TRAVEL BUDGET
Complete the following


