California State University SAN MARCOS | Student Affairs

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MEMORANDUM

DATE: March 23, 2026

TO: Dr. Carl Kemnitz, Provost and Vice President for Academic Affairs
Michelle Clark, Interim Vice President for University Advancement
Leon Wyden Jr., Vice President for Finance & Administrative Services
Dr. Patricia Prado-Olmos, Chief Community Engagement Officer
Dr. Aswad Allen, Chief Diversity Officer
Dr. Sarah Villarreal, Chief of Staff, Office of the President
Dr. Ed Mills, Interim Chief Enrollment Officer, Office of the President
Dr. Viridiana Diaz, Vice President for Student Affairs

FROM: Dr. Norma Larios, Interim Associate Vice President and Dean of Students, IRA Committee Co-Chair
Elaine Pollard, ASI President & CEO, IRA Committee Co-Chair

Norma Larios (Mar 23, 2026 09:33:44 PDT)

Abigail Elaine Pollard (Mar 25, 2026 14:58:54 PDT)

SUBJECT: 2026-2027 Instructionally Related Activities (IRA) Call for Proposals

The IRA Committee is pleased to announce the call for proposals for the 2026-2027 Instructionally Related Activities (IRA) funding process.

The deadline to submit new IRA funding requests for the 2026–2027 academic year is April 17, 2026.

Information about the IRA program, proposal guidelines, and application materials are available at: https://www.csusm.edu/sa/ira/index.html

Complete applications must include:

- IRA Proposal Guidelines & Request Form with Itemized Budget (2026-2027)
- **Continuation proposals (for programs previously funded through IRA)** must also include a preliminary summative report outlining project highlights, evaluation of outcomes, and a detailed account of actual and projected expenditures. This report should be submitted along with the 2026–2027 proposal by April 17, 2026.

The IRA Committee will review all proposals and provide funding recommendations to President Neufeldt for final approval.

College Deans will receive this announcement for distribution within their respective areas. IRA information will also be shared through CSUSM University Communications.

Applicants may be invited to present their proposals or respond to committee questions on **May 1, 2026**. If presentations are needed, Rosa Mora, Senior Resources and Operations Analyst for Student Affairs, will contact applicants to coordinate scheduling.

Please submit an electronic copy of the proposal and summative report (if applicable) to Rosa Mora by the end of business day on April 17, 2026.

Please note that late proposals will not be considered.

Questions may be directed to Rosa Mora via email at rmora@csusm.edu or through Microsoft Teams.