

**SAN FRANCISCO STATE UNIVERSITY  
INSTRUCTIONALLY RELATED ACTIVITIES  
BUDGET APPEALS REQUEST  
2009 - 2010**

IRA Program: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Faculty Program Coordinator: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Individual Preparing Appeals Request: \_\_\_\_\_ E-Mail: \_\_\_\_\_



**Was your project allocated funding for 2009/2010?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please list the amount allocated:** \$ \_\_\_\_\_

**List the amount of appeals funding being requested (do not include the amount already allocated for 2009/2010):** \$ \_\_\_\_\_

**Total request for 2009/2010, including appeals:** \$ \_\_\_\_\_



Appeals of the 2009/2010 Budget Allocations will be considered and reviewed under the following conditions:

1. If new information has become available or circumstances have changed since the original proposal was submitted;
2. If the IRA Board asked for additional information or clarification in the attached Budget Notes;
3. If the approved budget is less than the viable operating budget for the program.



**PLEASE ATTACH A JUSTIFICATION FOR THE APPEALS REQUEST**  
*(Limited to one, double-spaced page of text—no smaller than 12 pt. font—and a revised budget page as appropriate)*

**ONE-PAGE, DOUBLE SPACED APPEALS REQUEST ATTACHED** \_\_\_\_\_

**REVISED BUDGET PAGE ATTACHED** \_\_\_\_\_

IRA PROGRAM: \_\_\_\_\_

**Attachment 2: 2009/2010 REVISED DETAILED BUDGET REQUEST FOR APPEALS**

Line-Item Cost Centers	2007 - 2008 Actual Expenditures <small>(Amount spent last year)</small>	2008 - 2009 Budget Allocation <small>(Current year budget.)</small>	2009 - 2010 Appeals Request <small>(Request for next year.)</small>
⊙ <b>Supplies<sup>1</sup></b>			
➤ Office Supplies			
➤ Other Supplies			
⊙ <b>Personnel Costs<sup>2</sup></b>			
➤ Clerical Support			
➤ Technical Support			
➤ Professional Services			
⊙ <b>Printing Costs</b>			
⊙ <b>Travel</b>			
➤ Transportation			
➤ Lodging			
➤ Per Diem			
⊙ <b>Advertising</b>			
⊙ <b>Facility Rental</b>			
➤ On-Campus Facilities			
➤ Off-Campus Facilities			
<input type="checkbox"/> Technical Support Included	<input type="checkbox"/> Custodial Support Included		
⊙ <b>Equipment Purchase<sup>3</sup></b>			
⊙ <b>Equipment Rental</b>			
⊙ <b>Other:</b>			
<b>Total</b>	\$	\$	\$

Anticipated Revenue as noted in original request: \$ \_\_\_\_\_

Total Request for 2009/2010 (Total, minus Anticipated Revenue):\$ \_\_\_\_\_

<sup>1</sup> **Supplies** are defined as perishables. Office supplies include paper, pens, file folders, computer supplies and software, etc. Other supplies include video & audio tapes, cables, lumber, chemicals, fabric, etc.

<sup>2</sup> **Personnel Costs** cannot include payment of salary for faculty, guest faculty, guest artists or honorarium.

<sup>3</sup> **Equipment** is defined as durable goods with a value of \$100 or more. Equipment is considered to be permanent and does not require re-stocking except in the case of upgrades and/or replacements.