



OFFICE OF THE PROVOST AND  
VICE PRESIDENT FOR ACADEMIC AFFAIRS

1600 Holloway Avenue  
San Francisco, CA 94132

Direct Line: 415/338-1141  
Fax: 415/338-2514

DATE: June 26, 2009  
TO: College Deans  
FROM: John M. Gemello *John M. Gemello*  
Provost and Vice President for Academic Affairs  
SUBJECT: **IRA BUDGET FOR 2009-2010**

**2009-2010 INSTRUCTIONALLY RELATED ACTIVITIES BUDGET.**

President Corrigan has approved the attached 2009-2010 Budget for Instructionally Related Activities, as recommended by the IRA Advisory Board. Accompanying the budget are notes summarizing the observations and recommendations of the board. Please review these notes carefully, especially in terms of requests for supplemental funding. The Board noted several concerns with some of the budget submissions, which need to be addressed when submitting proposals for 2010-2011. *Additional copies are attached for distribution to IRA program directors in your college.*

**2009-2010 APPEALS PROCESS: SEPTEMBER 11 DEADLINE.**

On the advice of the members of the IRA Advisory Board, this office will entertain appeals of these Budget Allocations 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.

Appeals should be received in this office by Friday, September 11, with an endorsement by the College Dean.

Attachments: IRA Budget for 2009-2010 and Budget Notes.

cc: Robert A. Corrigan, President  
IRA Advisory Board  
Larry Ware, AVP, Fiscal Affairs (with attachments)  
Stephanie Schwartz, Executive Assistant to the Provost