

**SAN FRANCISCO STATE UNIVERSITY  
INSTRUCTIONALLY RELATED ACTIVITIES (IRA)  
BUDGET APPEALS REQUEST  
2017 – 2018**

Send completed budget appeals request to [iraapply@sfsu.edu](mailto:iraapply@sfsu.edu) by Friday, September 22, 2017.

Contact Mona Sagapolutele at [monas@sfsu.edu](mailto:monas@sfsu.edu) for questions.

IRA Program Name:	
College:	
Department:	
Faculty/Program Coordinator:	
Email and Phone Number	
Budget Request Preparer:	
Email and Phone Number:	

**Endorsement by Dean: \_\_\_\_\_ Signature\_\_\_\_\_**

*Note: The budget appeals request must have Dean’s endorsement signature otherwise it will be returned.*

**Was your project allocated funding for 2017-2018:** 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 2017-2018):** \$ \_\_\_\_\_

**Total request for 2017-2018, including appeals:** \$ \_\_\_\_\_

**One-Page, Double Spaced Appeals Request Attached:**

**Revised Budget Page Attached:**

**NOTE:** *Appeals of the 2017-2018 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.*

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

**Attachment 1: JUSTIFICATION FOR 2017-2018 IRA BUDGET APPEALS REQUEST**

*(Limited to one, double-spaced page of text – no smaller than 12 point font – and a revised budget page as appropriate)*

Empty box for justification text.

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

**Attachment 2: 2017-2018 REVISED DETAIL BUDGET REQUEST FOR APPEALS**

*Outline each of the major costs associated with the IRA program, and the budget you are requesting for appeals.*

Item Costs	Amount spent last year 2015 - 2016 Actual Expenditures	Current year budget 2016 - 2017 Budget Allocation	Request for next year 2017 - 2018 Budget Request
<b>Supplies<sup>1</sup></b>			
Office Supplies	\$	\$	\$
Other Supplies	\$	\$	\$
<b>Personnel Costs<sup>2</sup></b>			
Clerical Support	\$	\$	\$
Technical Support	\$	\$	\$
Other Personnel Costs	\$	\$	\$
<b>Professional Services</b>			
Printing	\$	\$	\$
Advertising	\$	\$	\$
Other Professional Services	\$	\$	\$
<b>Travel</b>			
Transportation	\$	\$	\$
Lodging	\$	\$	\$
Per Diem	\$	\$	\$
<b>Facility Rental</b>			
On-Campus Facilities	\$	\$	\$
Off-Campus Facilities	\$	\$	\$
<input type="checkbox"/> Technical Support Included <input type="checkbox"/> Custodial Support Included			
<b>Equipment<sup>3</sup></b>			
Equipment Purchase	\$	\$	\$
Equipment Rental	\$	\$	\$
<b>Other</b>			
Miscellaneous Expenses	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$
<b>Total Revenue</b>	\$	\$	
<b>Total Requested</b>	\$	\$	
<b>Anticipated Revenue:</b> Anticipated Carry-Over from 2016-2017: \$ _____ Ticket/Journal Sales: \$ _____ Fundraising Activities: \$ _____ Other: \$ _____			
<b>Total Anticipated Revenue</b>			
<b>Total Request for 2017-2018 (Total Expenses minus Anticipated Revenue):</b>			\$

<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. (Justification needed to use IRA funds for student assistants.)

<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 restocking except in the case of upgrades and/or replacements. (Security/Storage plans must be provided.)