



<http://www.csuci.edu/ira/index.htm>

**Application**  
**Instructionally Related Activities Funds Request**  
**2008-2009 Academic Year**  
**DEADLINE: Fall and Academic Year 3/14/08**  
**Spring 10/15/08**

Applications must first be sent to the appropriate program chair. Chairs will recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

**Activity Title:**

Project Sponsor/Staff (Name/Phone): **Renny Christopher, AVP, Faculty Affairs x8994**

Activity/Event Date(s): **11/12/08**

Date Funding Needed By: **09/08**

\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

**Please check if any of the following apply to your IRA:**

- |  |   |
|--|---|
| <input type="checkbox"/> Equipment Purchase      | <input type="checkbox"/> Field Trip   |
| <input checked="" type="checkbox"/> <b>Event</b> | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements         | <input type="checkbox"/> Risk Management Consultation   |
| <input type="checkbox"/> International Travel    | <input type="checkbox"/> Late Submission (Passed Deadlines: <b>Fall 3/14, Spring 10/15</b> )  |
| <input type="checkbox"/> Space/OPC Requirements  |   |
| <input type="checkbox"/> Infrastructure/Remodel  |   |
| <input type="checkbox"/> Other _____             |   |

Previously Funded:  **YES**  NO Yes, Request # **0157**

Does your proposal require IRB (Institutional Review Board) approval:  Yes  No

Assessment submitted for previously Funded Activity:  YES  NO

Academic Program or Center Name and Budget Code: **TK901-810**

Date of Submission: **3/14/08**

Amount Requested: **\$18,000.00**

Estimated Number of Students Participating: **2,900**

***(the entire student body is invited to participate, as well as the campus community)***

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**Conditions and Considerations**

**Equipment Purchase**-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

**Events**-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

**Participant Data Collection for Public Dissemination**-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB **prior** to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

**Field Trip**-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

**IT Requirements**-Requires proof of correspondence and approval from IT Administration

**International Travel**-Requires International Travel application be submitted to Center for International Affairs.

**Risk Management Consultation**-Requires proof of correspondence with Risk Management.

**Space/OPC Requirements, Infrastructure/Remodel**-Requires proof of correspondence with OPC Administration.

**Late Submission (Deadlines: Fall 3/14, Spring 10/15)**-Requires explanation for emergency funding.

**Fiscal Management:** Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

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**Requirements and Signatures**

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.

The idea behind the Campus Reading Celebration is to invite all members of the campus community (students, faculty, staff and administrators) to read the same book and to talk with each other in both formal and informal venues about the book throughout the fall semester. By inviting the entire campus community read the same book the Task Force hopes for everyone to have a common intellectual experience that can generate shared discussions. The first four years of the CRC have been very successful. The fifth annual Campus Reading Celebration book choice is Southland by Nina Revoyr, whose visit to campus in November is an integral part of the Celebration.

This Celebration spans all majors, programs, and disciplines, and relates to the University's mission to promote learning within and across disciplines, to be multicultural, and to be involved with the community beyond the campus. This year's choice supports, in particular, the multicultural and international aspects of our mission, as the book deals with issues race and culture relations.

2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

Instructors across the curriculum are invited to incorporate the book into their courses. Although Fall curriculum has yet to be solidified, several instructors have indicated past inclusion of the Campus Reading Celebration book in the following courses:

- ENGL 102
- ENGL 103
- ENGL 105
- ENGL 106
- UNIV 110: Critical Thinking in an Interdisciplinary Environment
- English 331
- ENG 327
- And other instructors will also be using the book in their courses


3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**

A post evaluative questionnaire will be distributed via email following the event. The questionnaire will ask participants to self-assess ways in which the event met intended program and learning outcomes and attendee satisfaction.

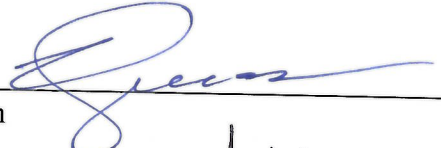
**Activity Budget.** Please enclose a complete detailed budget of the entire Activity

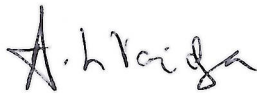
4. **bold** specific items of requested IRA funding. (Page 4)
5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.
7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

  
Project Sponsor \_\_\_\_\_ Date 3-13-08

  
Program Chair/Director \_\_\_\_\_ Date 3-13-08

  
Dean \_\_\_\_\_ Date 3-13-08



3/17/08

**RECEIVED**

**MAR 14 2008**

**Dean's Office**



Total Revenue

Est. \$650 (dependant upon ticket sales)