

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

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year DEADLINE: Fall and Academic Year 3/15/09 Spring 10/15/10

Applications must first be sent to the appropriate program chair. Chairs will the 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): If Paul R Murphy Activity/Event Date(s): Jazz Performance Demonstration Date Funding Needed By: August 2010 **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: _ Equipment Purchase
Previously Funded: YES INO Yes, Request # 165 - 00053
Does your proposal require IRB (Institutional Review Board) approval: □Yes XNo
Assessment submitted for previously Funded Activity: XES DNO
Academic Program or Center Name and Budget Code: Performing A+> Date of Submission: 3/9/2010 Budget Code - 765-00053
Date of Submission: 3/9/2010 Budget Code - 765-00053
Amount Requested: (Should match item 2. E. on page 4)
Estimated Number of Students Participating: 250 - 200

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year

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 <u>prior</u> 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.

 $\label{lem:space-operator} \textbf{Space-OPC Requirements, Infrastructure/Remodel-} \\ \textbf{Requires proof of correspondence} \\ \textbf{with OPC Administration} \; .$

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

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 accordinaly.

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year

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

Program Chair Director

Date

3 8 2010

3 9 2010

Date

3 9 2010

Date

Date

Date

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year

ACTIVITY BUDGET FOR 2009-2010

1. Operating Expense Budget	
A. Supplies	NA
B. Vendor Printing	A
C. In-State Travel	NA
D. Out-of-State Travel	NA
E. Equipment Rental	NA
F. Equipment Purchase	NA
G. Contracts/Independent Contract	orsNA
H. Honorarium	# 3000 for four performances
I. OPC Chargeback	NA
J. Copier Chargeback	NA
K. Other (Please Specify)	NA
TOTAL Expenses	± 3000
Revenue	
A. Course Fees	VA
B. Ticket Sales C. Out of Pocket Student Fees	NA
(exclusive of course fees)	<u>NA</u>
D. Additional Sources of funding	
(Please specify	N 1
And indicate source) E. Requested Allocation	None
from IRA	\$ 3000
	<i>t</i>
Total Revenue	<u></u>
	· 1

Application for Instructionally Related Activities Funds Request

Activity Title: Professional Jazz Group Performance/Demonstration/Questionnaire

Project Sponsor: Dr. Paul R. Murphy/310-804-3581

Event Dates: Tuesday September 7th, Tuesday December 7th, Tuesday February 8th,

Tuesday May 3rd.

Date Funding Needed By: August 2010 Any of following apply to IRA: No

Previously Funded: Yes-Request # 765-00053

Proposal require IRB: No Assessment submitted: Yes

Academic Program and Budget code: Performing Arts-Budget code-765-00053

Date of Submission: Tuesday, March 9th, 2010

Amount Requested: \$ 3000

Estimated number of students participating: 250-300

- 1. **Brief Activity Description:** This is an event to benefit the students in the MUS 330, Jazz in America course and open to all other CSUCI students who would like to attend. For the last five years, I have been hiring professional jazz musicians and colleagues of mine to come in to perform for the students at CSUCI. This is an incredible opportunity for many students who normally don't listen to jazz to hear a live jazz performance on their own campus. I encourage the students to ask questions on the creative process of improvisation, the musician's background or anything else related to the event.
- 2. Relation to IRA Program to Course Offerings: This is related to the PAMU 330, Jazz in America course but the event is announced via flyers and global campus email to all CSUCI students, faculty and staff. I also announce this event to my two sections of PAMU 200 History of Rock and Roll classes, my PAMU 202 Beginning Group Guitar class and private students at CSUCI. I also send out invites to faculty in Performing Arts and encourage them to make their students aware of this opportunity.
- 3. Activity Assessment: As part of the student's assignments in the Jazz in America class they are required to attend one live jazz performance off campus and write a concert report of their experiences. This provides them a unique opportunity to hear live jazz before this assignment and ask questions to the musicians regarding their performance. This is an opportunity that cannot be duplicated at an off campus jazz event. In the SETE evaluations many students commented these are the most educational and beneficial class of the semester.

- 4. Activity Budget: The professional jazz musicians that I hire come from the Los Angeles area and are active members of the Los Angeles jazz music scene. To get the high level of musicians I would like to use I am requesting \$3000 for these four IRA events throughout the academic year. This is broken down to \$250 per musician per event. Considering these musicians are driving a long way and are here for several hours I consider this to be a very reasonable request.
- 5. Sources of Activity Support: There are no other sources of funding. The additional support for this activity includes Performing Arts chair Jacque Kilpatrick, faculty in the Performing Arts department and other instructors at CSUCI.
- 6. Acknowledgement:

Project Sponsor: Dr. Paul R. Murphy Pal R Muphy	Date: 3/8 (20(0			
Program Chair: Jacque Kilpatrick	Date:			
ng Kitzalruk	3/10/2010			
Dean: Ashish Vaidya	Date:			
- A-h Vaidya	3/16/10			



Instructionally Related Activities Funds (IRA) 2010-2011 Academic Year

Budget Request & Program Set-Up

August 24, 2010

To:

Accounting & Budget

From:

Mary Devins

Subject:

IRA Funding Transfer Request # 349

IRA Approved Campus contact: Paul Murphy Faculty Support Coordinator: Mary Devins

	Program Set-Up	
Name of Program (limit to 30 characters)	Jazz Performance	

IRA Funding Source							
Fund	Dept	Program	Monetary Amount				
TK910	731	90310	\$3000				
		Fund Dept	Fund Dept Program				

Fiscal Year for Budgeting and Spending: 2010/2011

*** Program codes will become inactive at the end of the Budgeted/Spending Fiscal Year ***

IRA Committee Representative

Date

DracyCalo

0/25/10

Accounting Department

Date

Attached: Applications for Approval Signed by University President or Representative Provost/Dean. Please return copy of completed/signed form to Mary Devins, Academic Affairs.

Budget Office Use

Program Set-Up:	PS Finance Chartfield	•	Notification	Update PubChartfield]
Budget Set-Up:	Budget Journal Entry		Journal Entry #	Completed Date	





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Name: Ke	enneth Burgomast	er		PeopleSoft Vendor ID: 3751 Note: New vendors must complete a Form 204				
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Approved by: Da	ın Wakelee			Dan				
	Printed Name		Signature	·	Date			



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Appro	ved by: <u>Dar</u>	1 Wakelee Printed Name		Signature Signature	ue	Date			



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pproved by	: <u>D</u> an	Wakelee		er Dan		11/18/10			
		Printed Name	-	Signature		Date			



Dear Paul Kristan,

I would like you to invite you to perform with a jazz quartet for our university community at CSU Channel Islands for an IRA award event. The time of the event is Tuesday, December 7th from 4:30-5:45pm and 7-8:30pm and an honorarium of \$187.50 will be offered to you for your services. There will be students from our Performing Arts department as well as other disciplinary courses. Please let me know if you are available.



Dear Cody Casiero,

College Francisco

I would like you to invite you to perform with a jazz quartet for our university community at CSU Channel Islands for an IRA award event. The time of the event is Tuesday, December 7th from 4:30-5:45pm and 7-8:30pm and an honorarium of \$187.50 will be offered to you for your services. There will be students from our Performing Arts department as well as other disciplinary courses. Please let me know if you are available.



Dear Mark Harris,

I would like you to invite you to perform with a jazz quartet for our university community at CSU Channel Islands for an IRA award event. The time of the event is Tuesday, December 7th from 4:30-5:45pm and 7-8:30pm and an honorarium of \$187.50 will be offered to you for your services. There will be students from our Performing Arts department as well as other disciplinary courses. Please let me know if you are available.



Dear Ken Burgomaster,

I would like you to invite you to perform with a jazz quartet for our university community at CSU Channel Islands for an IRA award event. The time of the event is Tuesday, December 7th from 4:30-5:45pm and 7-8:30pm and an honorarium of \$187.50 will be offered to you for your services. There will be students from our Performing Arts department as well as other disciplinary courses. Please let me know if you are available.



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To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

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	Name: Timo	othy Emmons_		Note: New vendors must complete			Form 204	
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To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

MAKE CI	HECK P	AYABLE TO	•		PeopleSof	t Vendor ID: _new_			
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Am	ount: \$	250.00	*Check will or	nly be held for 48	Taylor Ho hours after no	norarium	g mailed out.		
TYPE OF	PAYME	ENT:							
□A □B □F □H □Ir *Acc	nterpretir	l * ostage m/Speaker ng/Note taking	☐M ☐Pa ☐Pe ☐Re	odging (Camaril embership/Dues arking ayroll ermit/License egistration/Conf	erence	∐Tax Remitt □Utility/Tele ⊠IRA Activi	phone		
T	pale 1	for IRA spons posal. 204 for Per for APPROVAL:	m is attached a	nd hog almoads. I	ician. Pleas been faxed to	e see attached offe Procurement.	r letter, flier,		
6138	ccount	Fund	Dept ID*	Program	Class	Project/Grant**	Amount		
0156	502	TK910	731	90310			\$250.00		
			ire additional appr	roval as designated	by VP Finance	Total e & Admin.	\$250.00		
Requestor:		Devins x3253_ d Name & Extens	ion	Signa			9-1-10 Date		
Approver:	Organida)den 9-1-			
Approver:					•		<u>-</u> -		
(If required)	Printed Name & Extension			Signa	ture	Date			



To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

MAKE CI	НЕСК Р	AYABLE TO	•		PeopleSoft	Vendor ID: _new_		
Nar	ne: Dai	niel K Murphy			Note: New vendors must complete a Form 204			
Add	lress 1: 1	722 Cambridge	e Circle		 ➢ * Pick up at Cashier - Ext 3253 ☐ Mail attachments with check – include copies ☐ Description to appear on reports (30 characters) 			
Add	lress 2:							
City	, State Zi	p: Redlands, C	A 92374					
Am	ount: \$ 2	250	*Check will or	nly be held for 48	Murphy H hours after no	onorarium_ otification before bein	g mailed out.	
TYPE OF	PAYME	ENT:						
	nterpretin	l * ostage m/Speaker ng/Note taking	☐Mo ☐Pa ☐Pa ☐Pe	odging (Camaril embership/Dues rking yroll rmit/License gistration/Confe	erence	☐Tax Remitt☐Utility/Tele☐IRA Activit	phone	
***	ounting Us			Inn/Courtyard Ma	rriott			
DESCRIPT	TION AN	ND/OR EXPL	ANATION OF	PAYMENT:				
and T	ate	posai. 204 for	m is attached ai	tet Concert mus nd has already b ; 9/14/10	een faxed to	e see attached offer Procurement.	r letter, flier,	
613	ccount	Fund TK910	Dept ID*	Program	Class	Project/Grant**	Amount	
013	602	1K910	731	90310			\$250.00	
*Dept	s. 2xx,3xx,	4xx,6xx,9xx requ	ire additional appr	oval as designated	by VR Finance	Total e & Admin.	\$250.00	
Requestor:		Devins x3253_ ed Name & Extens	ion	Man Signa	iture		9-/-/D Date	
Approver:	Dan W Printe	akelee_ d Name & Extens	ion	Signa	ture	ee ?	Date Date	
Approver: (If required)	Printe	d Name & Extens	ion		h			
			.011	Signa	iure		Date	