



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

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year
DEADLINE: Fall and Academic Year 3/31/10
Spring TBD

Applications must first be sent to the appropriate program chair. Chairs will then 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): Julia Balén/Carmen Delgado

Activity/Event Date(s): Either Feb 16th or March 2nd and April 6th

Date Funding Needed By: Feb 1st

**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2010 and for Spring Requests early January 2011.

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

Equipment Purchase	Field Trip
X Event	Participant data collection for public
IT Requirements	dissemination, i.e. interviews/surveys that
International Travel	result is a journal/poster session/newsletter
Space/OPC Requirements	Risk Management Consultation
Infrastructure/Remodel	Late Submission
Other _____	

Previously Funded: YES X NO Yes, Request # _____

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

Assessment submitted for previously Funded Activity: X YES NO

Academic Program or Center Name and Budget Code: ENGL

Date of Submission: Nov. 1, 2010

Amount Requested: \$2600.00
 (Should match item 2. E. on page 4)

Estimated Number of Students Participating: 75

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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 - 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.

This series of two events is in conjunction with our Intro to LGBT Studies class (ENGL/GEND 433) and in response to the many recent suicides by (and locally murder of) presumably gay youth related to bullying of different sorts. Both events are in partnership with the Spectrum, the MWGSC, and the Center for Multicultural Engagement

The first event in February is in partnership with Catherine Burriss and Performing Arts and will be an in-class talk and a performance called "Gay Hist-orgy" by a local gay performance artist, Ian MacKinnon. This event and the Q & A session that follows will offer students the opportunity to challenge their assumptions about both sexuality and history. The campus community will be invited to the performance.

The second event will be summit that invites local religious, social service, and educational leaders to campus to participate in a community discussion on how to address the bullying, suicides, and violence due to social attitudes toward gender/sex differences. We will be engaging the current movements going viral on You Tube: "It gets better" and "Make it better" as fodder for the discussion. For this event, students in the class will develop and ask questions that they have worked on in class as well as to invite leaders they would like to see at the table. We will have professional facilitators for the event. This will be open to the whole community.

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.

Intro to LGBT Studies class (ENGL/GEND 433)

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.**

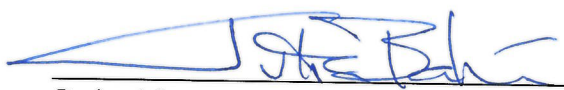
For both events we will ask participants to fill out a survey that let's us know what they found most important about the event. In addition, students in the class will be expected to integrate the experiences through analysis with what they have learned in the class.

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.
We will be looking for additional support, especially for food, from Student Affairs--the MWGSC and Spectrum--as well as Housing.

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

 11/1/10
Project Sponsor Date

 11-1-10
Program Chair/Director Date

 11/3/10
Dean of the Faculty Date

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ACTIVITY BUDGET FOR 2010-2011

1. Operating Expense Budget

A. Supplies	Facilitators pads, markers, etc.	\$100.00
B. Vendor Printing	Professional printing (using Big Shots, Kinkos, etc.) of invitations, flyers and posters	\$400.00
C. In-State Travel	_____	
D. Out-of-State Travel	_____	
E. Equipment Rental	_____	
F. Equipment Purchase	_____	
G. Contracts/Independent Contractors	_____	

H. Honorarium	Ian MacKinnon	\$300.00
	Facilitators: \$700.00 X 2	\$1400.00
I. OPC Chargeback	2 events set-up	\$300.00
J. Copier Chargeback	printing of materials related events that do not go to professional printing]	\$100.00
K. Other (Please Specify)	_____	
TOTAL Expenses	_____	\$2600.00

2. Revenue

A. Course Fees	_____
B. Ticket Sales	_____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of funding (Please specify And indicate source)	_____

Total Revenue	_____	\$00.00
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E. Total Requested from IRA	_____	\$2600.00
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California State University Channel Islands
Check Request Form

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

MAKE CHECK PAYABLE TO:

Name: Ian MacKinnon

Address 1: 11935 Kling Street #9

Address 2:

City, State Zip: Valley Village, CA 91607

Amount: \$ 300.00

*Check will only be held for 48 hours after notification before being mailed out.

PeopleSoft Vendor ID:

Note: New vendors must complete a Form 204

Check Instructions:

☐ Mail to payee

☒ * Pick up at Cashier - Ext 3253

☐ Mail attachments with check – include copies

Description to appear on reports (30 characters)

MacKinnon Honorarium

TYPE OF PAYMENT:

☐ Advertising

☐ Art Model

☐ Bank Fee*

☐ Freight/Postage

☒ Honorarium/Speaker

☐ Interpreting/Note taking

☐ Lodging (Camarillo area) **

☐ Membership/Dues

☐ Parking

☐ Payroll

☐ Permit/License

☐ Registration/Conference

☐ Subscription/Periodical

☐ Tax Remittance*

☐ Utility/Telephone

☒ IRA Activity

☐ Other—must be explained

*Accounting Use Only

**Hampton Inn/Country Inn/Courtyard Marriott

DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Honorarium for IRA sponsored speaker for "Gay Hist-orgy". IRA proposal attached. New vendor. 204 form attached and previously faxed to Procurement.

ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
613802	TK910	730	90335			\$300.00
Total						\$300.00

*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

Requestor: Mary Devins
Printed Name & Extension

Signature

Date

Approver: Dan Wakelee
Printed Name & Extension

Signature

Date

Approver:
(If required) Printed Name & Extension

Signature

Date



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

Ian MacKinnon
11935 Kling Street #9
Valley Village, CA 91607

February 3, 2011

Dear Ian,

I would like to invite you to perform your piece, "Gay Hist-orgy," followed by a Q & A session with students, faculty, and community members on Wednesday February 16th from 5-7:00pm. The IRA honorarium for your service is \$300.

Sincerely,

Julia Balén