# Instructionally Related Activities Funds (IRA)
## _____2011-2012_____ Academic Year

# Budget Request & Program Set-Up

**Date:** 3/15/12

**To:** Budget Office

**From:** Mary Devins

**Subject:** IRA Proposal 466 Art Program Screening of Student Films & Animations

IRA Approved Campus contact: Aldo Figueroa
Faculty Support Coordinator: Rosario Cuevas

| Program Set-Up | |
|---|---|
| Name of Program (limit to **30 characters**) | **Art Program Screening of Student Films & Animations** |

| IRA Funding Source | | | | |
|---|---|---|---|---|
| **Account** | **Fund** | **Dept** | **Program** | **Monetary Amount** |
| 660003 | TK910 | 760 | 90402 | $6655 |

| Fiscal Year for Budgeting and Spending: | 2011-2012 |
|---|---|

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

_[signature]_                                  3/15/12

**IRA Committee Representative**          **Date**

_[signature]_                                  3/19/12

**Budget Department**                       **Date**

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:** | CFS Chartfield | ✓ | Notification | ✓ | Hyperion Set-Up | |
| **Budget Set-Up:** | Budget Journal Entry | | Journal Entry # | | Completed Date | |

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

**Application**
**Instructionally Related Activities Funds Request**
**2011-2012 Academic Year**
**DEADLINE: Fall and Academic Year 3/31/11**
**Spring 2012 deadline is 10/31/11**

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): Aldo Figueroa 805-637-1142
Activity/Event Date(s): Art Program Screening of Films and Animations / May 12, 2012
Date Funding Needed By: March 1, 2012

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

☐ Equipment Purchase ☐ Field Trip
■ 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 ■NO    Yes, Request # _____
*If previously funded, please attach copy of IRA Report

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:
Art Program/760

Date of Submission:
December 19, 2011

Amount Requested:
$6655

Estimated Number of Students Participating:

Over 100 CI students will be screening time-based media, such as short films, documentaries, traditional animation, flash animation, 3d computer animation, and motion graphics. The screening will be viewed by more than 300 students, in addition. It is open to members of the university community, surrounding public community, and industry professionals.

<u>Application</u>
<u>Instructionally Related Activities Funds Request</u>
<u>2010-2011 Academic Year</u>

**Conditions and Considerations**

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

**Events**-For a large event, consultation with the events coordinator is recommended.

**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.

**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 event will help establish an annual screening of animations and films featuring the artworks created by CSUCI students. All currently enrolled CSUCI students are eligible to submit their animations and films for the inclusion of the screening. Work created in the following is accepted (though not limited to): films (short and feature length), documentary, traditional animation, flash animation, 3d computer animation, multimedia, digital video art, speed paintings, and motion graphics. Following professional standards, a panel of professional artist/academics/industry professionals will curate the screening. The screening provides CSUCI students an opportunity to showcase their work in a public venue, outside of the walls of the classroom. Additionally, the event enables the entire campus community from the student body, staff, faculty, as well as the general public and industry professionals, the opportunity to view and assess the artistic accomplishments by CSUCI students. Awards will be given to students for outstanding work in each category as selected by the jurors. The screening will commence with a red-carpet media event and public reception gala. The screening will end with an award ceremony and closing reception.

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.

- ART 100 Understanding Fine Arts Processes
- ART 108 Visual Technologies
- ART 204 Graphic Design
- ART 205 Multimedia
- ART 206 Animation
- ART/PHYS 208 Physics of Art and Visual Perception
- ART 312 Digital Media Art: Time-Based Imaging and Compositing
- ART 313 Communication Design Technology: Graphic Design for Print Media
- ART 314 Digital Media Art: Digital Photography
- ART 315 Animation Media and Techniques
- ART 316 Digital Illustration and Digital Painting
- ART 322 Digital Media Art: Time-Based Graphics and Effects
- ART 323 Communication Design Technology: Packaging and Pre-Press
- ART 324 Communication Design Technolgoy: Web Design
- ART 325 Digital Media Art: Digital Filmmaking
- ART 326 Digital Media Art: 3D Computer Animation
- ART 327 Multimedia Theory and Process
- ART 328 Photographic Theory and Process
- ART 330 Critical Thinking in a Visual World
- ART/BUS 334 The Business of Art

- ART/PSYC 338 Psychology of Art and Artists

**Relation to IRA to Course Offerings (continued)**
- ART 422 Advanced Artistic Problems: Digital Media Art
- ART 423 Advanced Artistic Problems: Communication Design Technology
- ART 433 Women in the Arts
- ART 435 Postmodern Visual Culture
- ART 436 Modern Art
- ART 451 Diversity in the Visual Arts
- ART 489 Arts Seminar
- ART 492 Internship in the Arts
- ART 499 Arts Capstone Project

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.**

- The Screening will be documented via postcards mailers and promotional posters.
- A member of the CSUCI Art Faculty will work with an art student on the postcards and posters.
- A CD Rom photo documenting the screening will be produced.
- A short video documenting the event will be created.
- A webpage on the Art Program website documenting the screening will be produced.
- Professional juror's selections will emphasize the top student work in a range of categories (such as short film, traditional animation, computer animation, best in show, etc.)

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

| | |
|---|---|
| • Rental: Red Carpet package | $2500 |
|    o Package includes: Step and repeat banner 8'x15' on gatorboard panels, pipe and base frame, ten chrome stanchions & velvet ropes, red carpet section 6'x 20', guest check-in table, chairs (2) & throw, media lights kit, delivery, labor set-up, and breakdown. | |
| • Rental: Screen for projection 9' x 12' | $200 |
| • Rental: Projector (4000 lumens) | $350 |
| • Rental: Curtains and hanging materials | $400 |
| • Printing: Screening Postcards/Mailers: 2000 qty | $275 |
| • Printing: Screening Posters: 500 qty. 13" x 17" four color printing process | $650 |
| • Awards and Certificates | $350 |
| • Juror's Honorarium (3) @ $150 each | $450 |
| • Graphic Designer (student) | $250 |
| • Videographer/Editor (student/s) | $400 |
| • Postage: Mail 500 Postcards | $205 |
| • Misc. Materials (display and installation items) | $125 |
| • OPC Chargeback | $500 |
| **Total Requested** | **$6655** |

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.
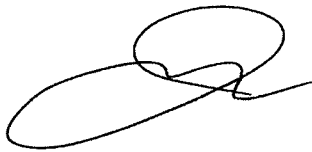
Signatures and Dates

Dec. 19, 2011

_____        _____
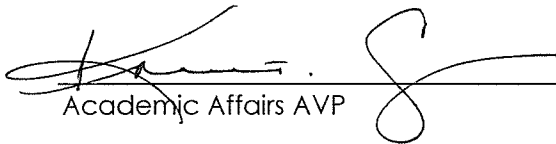Project Sponsor                                                                    Date

Dec 20, 2011

_____        _____
Program Chair/Director                                                         Date

_____        __1_/_4_/_12____
Academic Affairs AVP                                                          Date

**Application**
**Instructionally Related Activities Funds Request**
**2010-2011 Academic Year**

ACTIVITY BUDGET FOR **2010-2011**

1. Operating Expense Budget

    A. Supplies                  $125 (display and installation items)

    B. Vendor Printing        $925

    C. In-State Travel

D. Out-of-State Travel _____

E. Equipment Rental $3450_____

F. Equipment Purchase _____

G. Contracts/Independent Contractors_____

**Activity Budget for 2010-2011 continued**

H. Honorarium $450 Jurors (3)_____

I. OPC Chargeback $500_____

J. Copier Chargeback _____

K. Other (Please Specify) $350 Award Trophies and Certificates____

$250 Graphic Designer_____

$400 Videographer/Editor_____

$205 Postage: Mail 500 Postcards_____

TOTAL Expenses $6655_____

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 _____

E.  **Total Requested from IRA** $6655_____