



<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): Prof. Joan K. Peters 437-8448

Activity/Event Date(s): *Island Fox Literary Journal*

Date Funding Needed By: February 2013

*\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2011 and for Spring Requests early January 2012.*

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

- |   |   |
|---|---|
| <input type="checkbox"/> Equipment Purchase     | <input type="checkbox"/> Field Trip   |
| <input type="checkbox"/> Event                  | <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  |
| <input type="checkbox"/> Space/OPC Requirements |   |
| <input type="checkbox"/> Infrastructure/Remodel |   |
| <input type="checkbox"/> Other _____            |   |

Previously Funded: X  YES  NO Yes, Request # \_\_\_\_\_

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

Assessment submitted for previously Funded Activity: X  YES  NO

Academic Program or Center Name and Budget Code: Literature and Writing Program  
GD901-730

Date of Submission: March 10, 2012

Amount Requested: \$ 4,000  
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 5-15 student editors, three copy editors, and 100+ writing submissions from students campus wide.

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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**-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.

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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 *Island Fox* Literary Journal provides a medium for students at CSUCI to publish their own creative works. In the fields of Non-Fiction, Fiction, Poetry, and Screenwriting/ Playwriting, students can submit and go through the experience of attempting to have their own work published in a small setting before leaving college as graduates, where the environment is much more arduous for publishing work. It gives students the possibility to not only leave CSUCI with a published piece of work, but also the experience, whether rejected or accepted for publication by fellow students, of actually knowing what struggles or obstacles exist in submitting work to a body of people acting as a publishing company. The advertisement of this annual literary journal stimulates interest in the English department as a whole, if not the entire school. It exemplifies the creativity that professors hope to see in their students, and it makes that creativity something physical, something everyone can hold and read, something the school can look back on and glow with pride for.

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.

The publication of the *Island Fox* Literary Journal is the whole of ENGL 465. The entirety of the course is centered on getting the literary journal published by the end of the semester. It is directly related to the Creative Writing track in English, which includes ENGL 260, ENGL 461, ENGL 462, ENGL 463 and ENGL 464.

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 students in the ENGL 465 course do a written self-assessment of their own work. The professor instructing also assesses the program, and the publication of *Island Fox* literary journal is a very large determinant in whether educational goals have been met.

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.
  
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

Joan Peters

April 13, 2012  
Date

Brad Monsma

3/13/12  
Date

Karen Carey

3/15/12  
Date

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**ACTIVITY BUDGET FOR 2011-2012**

1. Operating Expense Budget

A. Supplies \_\_\_\_\_

B. Vendor Printing \$3,000 (advertisements, literary journal)

C. In-State Travel \_\_\_\_\_

D. Out-of-State Travel \_\_\_\_\_

E. Equipment Rental \_\_\_\_\_

F. Equipment Purchase \_\_\_\_\_

G. Contracts/Independent Contractors \$1,000 (Art Designer for the Island Fox)

H. Honorarium \_\_\_\_\_

I. OPC Chargeback \_\_\_\_\_  
J. Copier Chargeback \_\_\_\_\_  
K. Other (Please Specify) \_\_\_\_\_  
  
TOTAL Expenses \$4,000 \_\_\_\_\_

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** \$4,000 \_\_\_\_\_