



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

Application
Instructionally Related Activities Funds Request
2012-2013 Academic Year
DEADLINE: Fall and Academic Year 3/31/12
Spring 2013 deadline is 10/31/12

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: A Night of Undercards

Project Sponsor/Staff (Name/Phone): Sean Carswell/x.3189

Activity/Event Date(s): April 18, 2013

Date Funding Needed By: April 18, 2013

***Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2012 and for Spring Requests early January 2013.*

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: 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: 730 – English

Date of Submission: October 31, 2012

Amount Requested: \$600
 (Should match item 2. E. on page 4)

Estimated Number of Students Participating: 80-100

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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.
 - B. James Jay is the author of two critically-acclaimed collections of poetry. His work has been widely anthologized. He has also been an enthusiastic promoter of literary cultures, engaging in activities as wide-ranging as teaching poetry to incarcerated felons; running the Northern Arizona Book Festival; and hosting a reading club in a downtown Flagstaff pub. His work takes a deep and insightful approach to populations typically ignored in literature: working-class men and women who struggle to find meaning and redemption in a society that tends to dismiss this population as trash. In particular, he confronts issues of socially constructed masculinity, and advocates for a more honorable, open, emotionally expressive definition of what it means to be a man. The service he provides to his local community and his multicultural outlook is a nice match for our mission statement, which encourages service learning and multicultural perspectives.
 - C. On "A Night of Undercards," James Jay will team up with a faculty member and a student. All three will perform readings of their original work. The readings will be followed by a question and answer section.
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.
 - B. Students of Sean Carswell's English 330: Interdisciplinary Writing course read James Jay's book *The Journeyman* this semester. The students of the class asked their professor to bring Jay to campus for a reading. This motivated me to do so. I will also teach his work in three more sections of 330 next semester. The event will be relevant to several English courses offered in the Fall, most notably English 110: Themes in Multicultural Literature for Non-Majors, ENGL 120: American Literature 1, English 220: American Literature 2, English 260: Perspectives in Creative Writing, English 327: Major American Authors and English 462: Poetry Writing.
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.**

- B. IRA student evaluation forms will be passed around the auditorium to solicit student responses. Additionally, audience members will be invited to write down their thoughts on prepared pads in the lobby.
4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)
- B. James Jay's honorarium: \$500
- C. Poster design and production: \$100
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

Sean Carswell	<hr/> 10/30/12 Date
BRAD MONSMA	<hr/> 10/30/12 Date
Karen Carey	<hr/> 10/31/12 Date

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ACTIVITY BUDGET FOR 2012-2013

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	_____
D. Out-of-State Travel	_____
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____ \$500
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	_____ posters: \$100
 TOTAL Expenses	_____ \$600

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** _____ \$600