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

Application
Instructionally Related Activities Funds Request
2013-2014 Academic Year

DEADLINES: Application Submitted to AVP:
Fall and Academic Year 2013-14: 03/01/13
Spring 2014 deadline: 10/01/13

Submittal Process: Applications must be first be signed by your program chair and then submitted to the appropriate AVP for approval. AVP's will next forward application to the IRA Coordinator for review. If there are questions or concerns, you may be asked for revisions or additional information. The IRA Coordinator will then forward applications to the IRA Committee for consideration.

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.

Duplicate requests- if Sponsor is submitting multiple proposals for recurring events involving speakers, musicians, etc., please combine your requests into one proposal.

Activity Title: Campus Reading Celebration

Project Sponsor/Staff (Name/Phone): Matt Cook / 437.3653

Activity/Event Date(s): October, 2013

Date Funding Needed By: July 1, 2013

**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2013 and for Spring Requests early January 2014.

Previously Funded? ■ YES ☐ NO   If Yes, what Semester/Year? Fall, 2012 (and ten
Proposal(s) # __476, 319__

*If previously funded, please attach copy of post-event IRA Report

Report submitted for previously Funded Activity?: ■ YES ☐ NO

Academic Program or Center Name: Library

Estimated total Course Fee revenue:

Amount Requested from IRA: 26K **(Should match "Total Requested from IRA" on Page 5)**

Estimated Number of Students Participating: 400

Conditions and Considerations

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

☐ **Artist/Performer/Speaker Fees & Honoraria**- On the Activity Budget, please indicate whether the vendor's price was set by you / CI representative, or is a fee that was set by the vendor themselves.

■ **Large Event**- For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

☐ **Equipment Purchase**- If requesting large equipment purchase -over $200, or will be a fixture installed on campus- Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

☐ **Field Trip**- Sponsor must comply with all policies found at http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.htm. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

☐ **Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval.** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects – from simple surveys to complex biomedical procedures – must be reviewed and approved by the IRB *prior to* starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

> ☐ **Exempt from IRB Approval** –If your project is exempt from IRB review, include copies of correspondence with IRB Board. 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.

☐ **IT Requirements-** If your activity has IT requirements, your application requires proof of correspondence and approval from IT Administration.

☐ **International Travel**- Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application.

☐ **Risk Management Consultation**-Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. 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.

☐ Other -

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.

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.
   a. Please list all classes that <u>directly</u> relate to the proposed activity.
   b. For each class listed in #2a, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent.

3. **Learning Outcomes.** List all expected learning outcomes, as connected specifically with each course listed in #2.

4. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note that a report will be due at the end of the semester.**

5. **Activity Budget.** Please enclose a complete detailed budget of the entire activity. **Bold** specific items that you are requesting IRA to fund (Page 6).

6. **International Trips.** If your event is an international trip submitted through the Center for International Affairs, you must include a copy of the program budget as submitted to CIA (to ensure congruency between the two budgets), as well as a copy of the course syllabus.

7. **Sources of Activity Support.** Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity.

8. **Audience/ Marketing/Promotions.** Who is your intended target audience? How will your event be advertised to students?

9. **Sustainability.** If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.

10. **Images.** For previously funded IRA activities, include copies of images from past IRA activity or activities, demonstrating student participation and levels of students served.

11. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations herein.

Brief Activity Description.
The purpose of the Campus Reading Celebration is to provide an annual opportunity for the entire campus community to share in a common intellectual experience. The Campus Reading Celebration Task Force, made up of representatives from across the university, has further defined objectives for this program.

All members of the campus community (students, faculty, staff and administrators) will have the opportunity to:

- Read the same Campus Reading Celebration book that will focus on one or more of the CSUCI Pillars (Interdisciplinarity, International Perspectives, Multicultural Perspectives and Service Learning and Civic Engagement);
- Discuss the Campus Reading Celebration book with each other in both formal and informal settings;
- Interact with the author of the Campus Reading Celebration book to aid in the demystification of books and/or authors;
- Engage in open dialogue relating to multicultural perspectives, international perspectives, interdisciplinarity and/or service learning and civic engagement;
- Experience a CSUCI program that combines co-curricular and curricular activities.

Relation to IRA to Course Offerings.
Many students at CSUCI have never before attended an event in which they've had the opportunity to encounter the author of a book they have read. The Campus Reading Celebration attempts to give them not only a chance to hear the author read a bit from their work and talk about that work, but also a substantial opportunity to interact with that author. By providing students an opportunity to see that books are not dead artifacts, but vibrant entities with which they can interact through reading, thinking, discussing with peers, professors, and their families and friends in formal and informal settings, we seek to empower them to become engaged readers who incorporate books into their frameworks for critical thinking. Encountering the author of a book they have had the chance to read, think about and discuss is the culmination of that experience.

Activity Assessment.
The CRC is annual event at CI and is an important part of our culture and curriculum. The book chosen is used throughout the campus, in different disciplines, and often lives on in our collections, pedagogy, and collective memory. Last year, for instance, over 500 people attended the event and 1,500 books were distributed to the university population (see attached for more information).

Certainly, we will report statistics associated with the event, particularly attendance. We will also circulate, collect, and report our survey results given to all attendees. We believe the survey will be beneficial in assisting with the choice of a CRC book and author going forward.

But the true measure of success will be in the number of classes that employ the book. And we will report on that as well.

Activity Budget.
See attached.

Sources of Activity Support.
In addition to IRA funding, last year the Provost provided funding for food and drink the night of the event and it is anticipated that will be the case again this fall. The total for refreshments was just under $2,000.00

<u>Signatures and Dates</u>

Matt Cook   _____ 2/20/13
                                                    Date

Stephen Stratton   _____ 2/20/13
                                                    Date

Amy Wallace   _____ 2-20-13
                                                    Date

Attach a copy of the completed IRA Excel Budget sheet after this page.

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

IRA Activity Budget

INSTRUCTIONALLY RELATED ACTIVITIES
California State University
CHANNEL ISLANDS

Account	Operating Expenses	Amount	Comments/Notes
	A. Artist/ Performer/Speaker		
601801	Special Consultants (existing CI employee)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
613802	Honoraria (Price set by CI)	16000	
613001	Other consultants/ staff		
	Other		
	Artist/Performer/Speaker/Consultant TOTALS	16000	
	B.. Supplies & Services- Other		
660831	Copier Chargeback	250	
660002	Printing (Not Promotional)	1000	
660833	Promotional Items	1000	
660017	Publications		
660890	Registration- Conferences & Meetings		
660009	Workshops with a Training Component		
	Equipment Rental or Purchase	10000	Book Purchase for Students
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing	200	
660003	Supplies & Services- Other	400	Stage/linens
660003	Supplies & Services- Other	250	in-state travel
	E. Other (please specify)		
	Supplies & Services- Other TOTALS	13100	
	TOTAL EXPENSES	26200	

	2. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales	250	
	C. Additional Sources of Funding		
	TOTAL REVENUE	250	
	E. TOTAL REQUESTED FROM IRA	25950	

Other Expenses

660832	OPC Chargebacks & Facility Use Fees	750	
	Other		
	Parking (please describe)		
660017	Advertising & Promotions		
	TOTAL OF OTHER EXPENSES	0	