



<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 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: Scott O'Connor Lecture and Reading

Project Sponsor/Staff (Name/Phone): Sean Carswell/ x3189

Activity/Event Date(s): November 14, 2013

Date Funding Needed By: November 14, 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?
 Proposal(s) # _____

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

Report submitted for previously Funded Activity?: YES NO

Academic Program or Center Name: English

Estimated total Course Fee revenue:

Amount Requested from IRA: 600.00 (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 80

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 -
Poster design and production.

Application
Instructionally Related Activities Funds Request
2013-2014 Academic Year

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 directly 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.

IRA Travel Activity Budget

2013-2014



INSTRUCTIONALLY
RELATED
ACTIVITIES

CHANNEL

Activity Title:

California State
University

ISLANDS

Sponsor Name: Sean Carswell

Number of Students Participating: 80

Number of Faculty: 5

I		Students traveling expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
		Airfare			0	
		Ground Transportation			0	
		Hotel Accommodations			0	
		Registration Fees			0	
		Entrance Fees			0	
		Meals			0	
		Cultural Activities			0	
		Vehicle/Van Rental			0	
		Other:			0	
STUDENT TRAVEL TOTALS			0		0	
II		Faculty Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
		Airfare			0	
		Ground Transportation			0	
		Hotel Accommodations			0	
		Registration Fees			0	
		Entrance Fees			0	
		Meals			0	
		Cultural Activities			0	
		Other:			0	**
FACULTY TRAVEL TOTALS			0		0	
III		Operating Expense Budget	Cost/ea	# Requested	Total	Comments/Additional Notes
		Supplies			0	
	Other:	Honorarium	500		500	
	Other:	Poster design	100		100	
OPERATING EXP. TOTALS			600		600	
IV		Out of Pocket Student Expenses	Cost/ea	# Requested	Total	Comments/Additional Notes
		Health Insurance			0	
		Tuition/Registration			0	
		Travel Insurance			0	
		Out of Pocket Meals			0	
	Other:				0	
STUDENT EXP. TOTALS			0		0	
V: Total costs of the trip- Please Note that Formulas Calculate Automatically						
Total Student Traveling Expenses					0	
Faculty Travel Expenses, if funded at 100%					0	
Operating Expenses, if funded at 100%					600	
TOTAL IRA FUNDING REQUESTED					600	
Out of Pocket Student Expenses					0	Not funded by the University
UNIV 391/392 & International Trips only						
Maximum IRA student funding @ 2/3rd of student total cost					0	
1/3 of total cost payable by students through course fee					0	
TOTAL IRA FUNDING REQUESTED FOR INT'L TRIPS					600	
Out of Pocket Student Expenses					0	Not funded by the University

1. **Brief activity description:** Scott O'Connor is the author of two critically-acclaimed novels. The first, *Among Wolves*, was a Los Angeles Times Notable Book. The second, *Untouchable*, won the Barnes & Noble Discover Great Writers Award. His work explores often-ignored communities in Los Angeles with sympathy and depth. The insight he provides for understanding Southern California cultural identities and his multicultural outlook is a nice match for our mission statement, which encourages multicultural perspectives.
2. **Relation to IRA course offerings:** Students of Sean Carswell's English 461: Fiction Writing course will study passages from the novel *Untouchable* in the fall. They will also be encouraged to organize and promote a reading. Scott O'Connor's reading and lecture will provide a model for their assignment. 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, and English 260: Perspectives in Creative Writing.
3. **Learning Outcomes:** This reading will offer students the opportunity to reflect in on the role of novels as a cultural institution, and the examine the ways in which writing and live performances of writing develop their verbal and critical thinking skills.
4. **Activity Assessment:** 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.
5. **Activity Budget: Scott O'Connor honorarium \$500, poster design \$100.**
6. **International Trips.** Not applicable.
7. **Sources of Activity Support.** Not applicable.
8. **Audience/ Marketing/Promotions.** This event will primarily be for students who wish to engage with literature in a vibrant, dynamic setting. It will further be advertised to the local community as one of the enriching cultural events that university campuses attract. The event will be promoted through campus posters, class announcements, various online and social media sites, and, hopefully, through coverage in the local press.
9. **Sustainability.** Not applicable.
10. **Images.** Not applicable.