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: Guest Writer, Richard Wiley

Project Sponsor/Staff (Name/Phone): Bob Mayberry, 760-576-9336

Activity/Event Date(s): 10-12 September 2013 (tentatively)

Date Funding Needed By: 1 August 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
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 Dept.

Estimated total Course Fee revenue: 0

Amount Requested from IRA: 3,175.00   **(Should match "Total Requested from IRA" on Page 5)**

Estimated Number of Students Participating: 250

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.

Activity Title: Guest Writer, Richard Wiley

1. **Brief Description**:
   The English Program annually invites at least one writer to campus to meet with classes and give a public reading. Next fall, we'd like to invite Richard Wiley to campus. Richard is the author of several award-winning novels, and his latest novel, *The Book of Important Moments*, is due for release in September.

2. **Relation to Course Offerings**:
   a. ENGL 220 American Lit II, 260 Perspectives in Creative Writing, 327 Major American Authors, 461 Fiction Writing, 465 Creative Writing Project
   b. For students in these classes, we will create opportunities to meet and talk with a living, breathing novelist. Depending on class schedules, we will arrange for Richard Wiley to meet with as many of these classes as possible to discuss the process of writing and the obstacles to publication. For those classes where it is impossible to arrange a class visit, we will organize more casual gatherings—at the Student Union or in the Library—when students can gather, schmooze and talk with Richard. And of course, all students will have the opportunity to hear Wiley read from his latest novel and answer questions during the public reading.

3. **Learning Outcomes**:
   It would be impossible to identify, or even imagine, all of the possible outcomes of a series of meetings between English majors and an author because we cannot know ahead of time the kinds of questions that will be asked or the ways in which Richard's reading will impact individual students. However, it can be predicted that his visit will serve to inspire some students to write more, inform many students about the obstacles to publication, give some students insights into the life of a writer, expose most students to an author they've never read, and perhaps motivate some to read more.

4. **Activity Assessment**:
   Classroom teachers will invite student commentary and evaluation after the event in those instances where Wiley is able to meet with the class. A short evaluative survey may be designed and sent to English majors after Wiley's visit.

5. **Activity Budget**: Attached.

6. **International Trips**: Not applicable

7. **Other Sources of Support**: No other sources of funding

8. **Audience & Advertising**:
   The intended audience is the CSUCI community generally, English majors particularly. The primary forms of advertisement for the event will be posters, email announcement, and classroom announcements.

9. **Sustainability**:
   I have no idea how a novelist's visit to campus contributes to sustainability.

10. **Images**: None available.

11. **Acknowledgments:** Attached.

IRA Activity Budget

Activity Title: Guest Writer

Name of Sponsor: Bob Mayberry

Account	Operating Expenses	Amount
	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)	2000
613001	Other consultants/ staff	
	Other: Airfare $375, Hotel $300	675
	Artist/Performer/Speaker/Consultant TOTALS	2675
	B.. Supplies & Services– Other	
660831	Copier Chargeback	500
660002	Printing (Not Promotional)	
660833	Promotional Items	
660017	Publications	
660890	Registration– Conferences & Meetings	
660009	Workshops with a Training Component	
	Equipment Rental or Purchase	
660090	Event Signage (wayfinding on day of event)	
660835	Event or Parking–related Staffing	
660003	Supplies & Services– Other	
660003	Supplies & Services– Other	
	E. Other (please specify)	
	Supplies & Services– Other TOTALS	500
	TOTAL EXPENSES	~~3675~~

3175

NOTE: The IRA Spreadsheet automatically enters the amount from Copier Chargeback into the Other Totals Column And then ADDS those charges TWICE! Hence, my corrections.

	2. Revenue	Amount
	A. Course Fees	
	B. Ticket Sales	
	C. Additional Sources of Funding	
	TOTAL REVENUE	0
	E. TOTAL REQUESTED FROM IRA	~~3675~~

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Other Expenses

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