



<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: An Evening with Sara Gran**

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

Activity/Event Date(s): 4/4/2014

Date Funding Needed By: 4/4/2014

*\*\*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 by IRA?  YES  NO If Yes, what Semester/Year?  
 Proposal(s) # \_\_\_\_\_ (if known)

Report submitted for previously Funded Activity?:  YES  NO

**\*Please attach copy of previous IRA Report**

Academic Program or Center Name: 730 - English Program

Estimated total Course Fee revenue: \$0

Amount Requested from IRA: \$1050 (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 85

## Conditions and Considerations Checklist

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 -

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**Instructions and Requirements – Written Portion**

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.

Sara Gran will visit writing classes and perform a reading for CI students and faculty as well as members of the local community. Gran is the author of several critically acclaimed novels. Her recent Claire DeWitt detective series has appeared on numerous best-seller lists. Her work blends feminism and popular fiction. She also makes her living writing for television and film. Thus, she provides an example for students—English majors or otherwise—regarding how to break into the biggest industry in the largest nearby city.

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.

Students of Sean Carswell's English 490: Special Topics course will study passages from Gran's novels. They will also be encouraged to organize and promote a reading. Sara Gran's reading and lecture will provide a model for their assignment. The event will be relevant to several English courses offered in the Spring, 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.** List all expected learning outcomes, as connected specifically with each course listed in #2.

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.** 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 30 days after your activity.**

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

**Sara Gran's honorarium: \$1,000, posters \$50**

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.

N/A

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.

N/A

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

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

N/A

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.

N/A

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

# IRA Activity Budget



Activity Title:

Name of Sponsor:

Account	Operating Expenses	Amount	PLEASE EXPLAIN: Comments/Notes
<b>A. Artist/ Performer/Speaker</b>			
613802	Honoraria (Price set by CI)	\$1,000.00	(the speaker's regular fee was much higher; we negotiated for a lower fee)
613802	Honoraria (Price set by CI)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
601801	Special Consultants (existing CI employees)		
613801	Other Consultants /Other Professional Services		
613001	Independent Contractor(s)		
	Other:		
	<b>Artist/Performer/Speaker/Consultant TOTALS</b>	<b>\$1,000.00</b>	
<b>B.. Supplies &amp; Services- Other</b>			
660002	Printing	\$50.00	
660017	Advertising (such as in a magazine or publication)		
660831	Copier Chargeback		
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing		
660825	Rentals or Leases		
660833	Promotional Items (with logo)		
660834	Awards		
660890	Registration- Conferences & Meetings		
660003	Supplies & Services- Other		
660003	Supplies & Services- Other		
660003	Parking (please describe)		
	<b>Other (specify)</b>		
	<b>Other (specify)</b>		
	<b>Supplies &amp; Services- Other TOTALS</b>	<b>\$50.00</b>	
	<b>TOTAL EXPENSES</b>	<b>\$1,050.00</b>	

	C. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding		
	<b>TOTAL REVENUE</b>	<b>\$0.00</b>	
	<b>D. TOTAL REQUESTED FROM IRA</b>	<b>\$1,050.00</b>	

## E. Other Expenses

660832	OPC Chargebacks & Facility Use Fees		
	Other (not requested from IRA)		
	Other (not requested from IRA)		
	<b>TOTAL OF OTHER EXPENSES</b>	<b>\$0.00</b>	