



<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:** "C.I. FOLLIES"

Project Sponsor/Staff (Name/Phone): CRAIG BICKEL (310) 597-9747

Activity/Event Date(s): 4 PERFORMANCES (NOV 2013) TBD

Date Funding Needed By: SEPTEMBER 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: PERFORMING ARTS - BUDGET CODE  
 765-00053

Estimated total Course Fee revenue: —

Amount Requested from IRA: \$ 3,950. (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 100 - 150

## 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** -

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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.
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.

### Application for Instructionally Related Activities Funds Request

Activity Title:	<i>CI Follies</i>
Project Sponsor:	Craig Bickel
Event Dates:	4 performances in November (TBD)
Date Funding Needed By:	September 2013
Any of the following apply to IRA:	No
Previously Funded:	No
Assesment Submitted:	No
Academic Program and Budget Code:	Performing Arts – Budget Code – 765-00053

This application requests support for the Performing Arts stage production, *CI Follies*, in conjunction with PA 391 - Production, which is cross-listed with ART 391.

**PA/ART 391 - Production** is a course scheduled for Fall 2013 required for all Performing Arts majors, offered as an elective for Art majors, and open for all CI students. PA 391 is a vital component of the learning experience for all PA majors and minors. It addresses the PA Program Learning Outcomes providing students with an opportunity to collaborate with both professionals and peers from a diverse range of artistic and cultural backgrounds to produce a live stage performance. Although it is a required course only for PA majors, enrollment by students from other majors is usually high.

**Student participation includes** performing on stage before a live audience, collaboration with fellow students, designing scenic elements for the show, stage management, assisting the director, coordinating stage-costuming and accessories, running the front-of-house and writing programs and publicity. Students work on the technical preparation, rehearsal and performance of a musical review that culminates in public presentations for CI students, faculty, staff and the general community.

The **learning objectives** of PA 391 place students at the center for the learning experience; they include the development of expertise and practical experience in a production, the evaluation and reflection in writing on the creative process and the application of multiple aspects of performance in production. These goals are accomplished through the collaborative process of preparation and performance central to all performing arts. PA majors, minors and other CI students will perform on stage, assist backstage, run lights and sound during the show, help make costumes and props, as well as supervise seating and ticket sales for each performance. During the current budgetary crisis, and in an attempt to reduce overall costs, monies acquired from the IRA will be used for Independent contractors and supplies are essential of sense to carry out their work.

For the Fall 2013 semester, PA 391 will create and stage a "musical review" style production which will include will songs in solos, duets, choruses, choreographed dances, monologues, dialogues and several scenes under the working title *CI Follies*.

**\*CLASSES INVOLVED IN PA 391 - Production**

PA 101 Introduction to the Performing Arts

PA 202 Integrating Dance, Music and Theater

PA 360 Musical Theater

PA 383 Scenic Design

PA 384 Costume Design

PA 391 Production

PA 492 Internship in Performing Arts

PA 494 Independent Studies

PA 499 Performing Arts Capstone

PADA 253 Jazz Dance I

PADA 254 Modern Dance I

PADA 255 Dance Composition and Improvisation

PADA 353 Jazz Dance II

PADA 354 Modern Dance II

PADA 455 Advanced Technique of Contemporary Dance Forms

PADA 458 Dance Ensemble

PAMU 202 Group Guitar Lessons

PAMU 203 Group Voice Lessons

PAMU 308 University Orchestra

PATH 280 Acting I

PATH 281 Play Analysis

PATH 333 Multicultural Drama in Performance/Production

PATH 341 Modern American Drama and Theater

PATH 342 Modern British and European Drama and Theater

PATH 343 Teaching Drama to Children

PATH 344 World Drama and Theater

PATH 380 Acting II

PATH 382 Directing

Although IRA funding would allow us to admit CI students for free, we will still keep records audience attendance, a traditional indication of the level of impact for a performance. As part of the requirements for PA 391, students will be required to write reflection papers summarizing their learning experience for this project. We will also consult the formal student ratings (SRTs) for PA 391.

**Activity Budget**

a. Lighting Equipment Rental \$2,000

b. Sound Equipment Rental \$1000

c. Costume Budget \$450

c. Programs/Posters \$250

e. Supplies \$250

Total \$3,950

# IRA Activity Budget



Activity Title:  
Name of Sponsor:

Account	Operating Expenses	Amount	Comments/Notes
<b>A. Artist/ Performer/Speaker</b>			
601801	Special Consultants (existing CI employee)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
613802	Honoraria (Price set by CI)		
613001	Other consultants/ staff		
	Other		
	<b>Artist/Performer/Speaker/Consultant TOTALS</b>	0	
<b>B.. Supplies &amp; Services- Other</b>			
660831	Copier Chargeback		
660002	Printing (Not Promotional)		
660833	Promotional Items		
660017	Publications	250	Programs & Posters
660890	Registration- Conferences & Meetings		
660009	Workshops with a Training Component		
	Equipment Rental or Purchase	3000	Lighting & Sound Equipment Rental
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing		
660003	Supplies & Services- Other	450	Costume Budget (rentals & purchasing)
660003	Supplies & Services- Other	250	Props & Makeup
	<b>E. Other (please specify)</b>		
	<b>Supplies &amp; Services- Other TOTALS</b>	3950	
<b>TOTAL EXPENSES</b>			

	2. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding		
<b>TOTAL REVENUE</b>		0	
<b>E. TOTAL REQUESTED FROM IRA</b>			

## Other Expenses

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