



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

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year
DEADLINE: Fall and Academic Year 3/14/08
Spring 10/15/08

Applications must first be sent to the appropriate program chair. Chairs will recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

Activity Title:

Project Sponsor/Staff (Name/Phone): Brad Monsma, CIS Director, x8948

Activity/Event Date(s): Early October 08

Date Funding Needed By: Start of Fall Semester

**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

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

- | | |
|---|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| X Event | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements | |
| <input type="checkbox"/> International Travel | |
| <input type="checkbox"/> Space/OPC Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input type="checkbox"/> Infrastructure/Remodel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/14, Spring 10/15) |
| <input type="checkbox"/> Other _____ | |

Previously Funded: YES XNO Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval: Yes XNo

Assessment submitted for previously Funded Activity: YES NO

Academic Program or Center Name and Budget Code: Center for Integrative Studies
826

Date of Submission: March 3, 2008

Amount Requested: \$3000
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 150-200

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Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. 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. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

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.

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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.

Presentation by Guggenheim Fellowship winner Nalini Nadkarni, an international forest canopy researcher from Evergreen State College in Washington. Nadkarni has been featured in numerous documentaries and a National Geographic Special and has presented many major lectures. Her work is known for its interdisciplinarity and its creative approach to communicating scientific information and values. She has received grants to work with prisoners to conduct research on mosses behind bars; she has designed a line of "Treetop Barbies" to lead girls toward careers in science; she has partnered with composers to create musical scores to communicate her charts and graphs. She has also presented numerous workshops on interdisciplinary studies. Complete lists of awards and publications available at <http://www.nadkarni.com/na/nadkarni/>.

If IRA lends support for a student event, the Center for Integrative Studies will build on this by organizing and supporting aligned events for faculty and advanced student researchers to inspire and invigorate creative, interdisciplinary approaches to teaching and research. Visits to particular classes will also be arranged where possible.

The hope is that a major lecture with a student focus can be the foundation for a series of inspiring events focusing interdisciplinary perspectives, an important facet of the university mission.

The event will also be a key co-curricular activity of UNIV 110, which is being designed to teach critical thinking by emphasizing the facets of the university mission. This event will especially be relevant to interdisciplinarity, community engagement, and international perspectives. By using outside-of-class events, the organizers of UNIV 110 intend to raise the level of intellectual engagement and create the kind of large learning community that characterized "first year/transfer year experiences" that increase student commitment to learning and retention rates for the university.

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. Please list all classes that relate to the program proposed.

This event will be a key activity for UNIV 110, which will run 8 sections in the fall, providing a large base participation of around 200 students.

What follows is just a partial list of the other directly related courses: ENGL 337 Environmental Literature, BIOL 453 Ecology & Environment, BIOL/ESRM 313 Conservation Biology, ESRM 100 Intro to Environmental Science. Nadkarni's current projects involve architecture and design and should appeal to art students interested in sculpture and design.

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

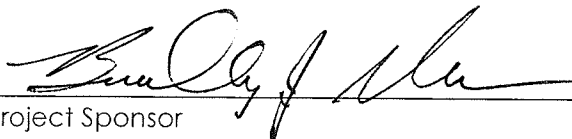
In addition to the usual sign-in and survey at the lecture, there will be assessment embedded in the UNIV 110 sections where this event takes place in the context of course goals.


4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)
5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

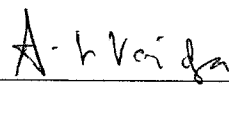
The Center for Integrative Studies will support aligned events (which may require increased fees for the speaker to be covered by CIS) as well as publicity and setup for the main event.

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

 3/3/08
Project Sponsor Date

 3/3/08
Program Chair/Director Date

 3/3/08
Dean

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ACTIVITY BUDGET FOR **2008-2009**

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	<u>Supported by CIS</u>
C. In-State Travel	_____
D. Out-of-State Travel	<u>Speaker's travel and lodging to come out of the honorarium</u>
<hr/>	
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	<u>\$3000</u>
I. OPC Chargeback	<u>Supported by CIS</u>
J. Copier Chargeback	_____
K. Other (Please Specify)	_____
 TOTAL Expenses	 <u>\$3000</u>

2. Revenue

A. Course Fees	_____
B. Ticket Sales	_____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of funding (Please specify And indicate source)	_____
E. Requested Allocation from IRA	\$3000
 Total Revenue	 _____



Events & Facilities Use Request Form

Select Internal or External Request

Date Received by EFL _____

Select New, Modify or Cancel Event _____

Event # _____

EVENT INFORMATION

Organization or CSUCI Dept: Center for Integrative Studies

Date(s) of Event: Early October

Billing Address or CSUCI charge code: 826

Title of Event: Presentation by Nalini Nadkarni

Start Time: 6:30 PM

Finish Time: 8:30 PM

Set Up Time: 5:30 PM

Event Coordinator: Brad Monsma

Expected Attendance: 100-200

Tel: x 8948 Email: _____

Target Audience (please select): Open to the Public

Fax: _____ Cell: 805-827-3537

Brief Description of Event: Presentation on interdisciplinary ecological research

FACILITY REQUESTED: (rates for external users on page 2)

- Grand Salon, Petit Salon, Salon A, The Hub, The Hub Park, South Quad, North Quad, Bell Tower Mall, Science Plaza, Classrooms (specify), Other (specify): At the beginning of Fall Semester, I will confer with the events coordinator to choose the best site given audience expectations and site availability

O.P.C. SERVICES REQUESTED:

- Audio System, Wireless Mic (2), Lapel Mic (2), Panel Mics (set of 6), CD Player, Stage (10'x8'x2'), Podium, Power Ext Cords, Power strips, Trash Cans - Extra, Recycle Cans, Other (please specify), Tables - Standard 6' (30), Tables -Almond Folding 6' (40), Tables - Round 72" (18), Tables-Almond Round 60" (20), Tables -Classroom 6' (100), Chairs - Almond Folding (300), Chairs - Green Folding (80), Chairs - Burgundy (250), Chairs - Blue (100), Water pots (4 max), Sprinkler shut off

SPECIAL REQUIREMENTS:

- Alcohol will not be served, Alcohol will be served, Banners/Signage, Other services (specify), Catering/Food Service, Sodexo has first rights for on-campus catering. To utilize outside services, obtain waiver signature from Sodexo (805) 437-8917, sodexo@csuci.edu

I.T. SERVICES REQUESTED: (please email HelpDesk@csuci.edu)

- PC on cart, Video Projector, TV/VCR, Overhead Projector, Screen, CSUCI Website Advertising of event, Other (please specify)

SET-UP LAYOUT REQUESTED:

- Theater/Auditorium, Classroom, Banquet/Dining, Open Square, U-Shape, Other (please attach a sketch of your layout)

All events must comply with the Americans for Disabilities Act and be accessible to persons with disabilities. The sponsor of the event is responsible for requests for access accommodations and for the cost of disability accommodations. Information available at www.ada.gov

TRANSPORTATION & PARKING:

- Directional signs needed, Text for signs: Nalini Nadkarni Lecture, Parking attendants needed, Other (please specify), Designated parking for this event is

PUBLIC SAFETY:

- Additional assistance is requested for this event (please specify), Location to be open by (time), Location to be secured at (time)

APPROVALS: for administrative use only

Divisional Vice President (approval of event and charge code) Date

Assoc. Dir. Buildings & Grounds (review of setup equip layout and items) Date

Events & Facilities Liaison (verification of space availability) Date

Assoc. VP for OPC (review completed events and facilities request) Date

Dir. of Transportation & Parking (traffic control & parking location) Date

*President (approval for alcohol supply and/or service) Date

Chief of Police (event notification & approval for alcohol) Date

**Sodexo Manager (approval for waiver of catering services) Date

Send copies to: Academic Affairs Event Coord, Admin/Reception, Admissions, Advancement, Advising, Parking, Police & Tech Center

PLEASE SUBMIT THIS FORM 30 DAYS PRIOR TO THE DATE OF EVENT

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Devins, Mary

From: Nadkarni,Nalini [NadkarnN@evergreen.edu]
Sent: Saturday, January 10, 2009 11:46 AM
To: Monsma, Brad
Cc: Devins, Mary; Nadkarni,Nalini
Subject: RE: Nalini Nadkarni

APPROVED FOR PAYMENT
BY: [Signature]
DATE: 1/10/09
ACCT: 6213802 TR910 826 90193
CONTRACT/PO: 7050
 PARTIAL PAYMENT
 PAYMENT IN FULL

January 10, 2009

TO: Mary Davis
FROM: Nalini Nadkarni
RE: Invoice for speaking engagement at CSUCI

This is an invoice to CSUCI for me to give a departmental/public talk on forest canopy research and to have a discussion about interdisciplinary teaching and learning with CSUCI faculty on October 29 and 30, 2008. The total amount to be paid is \$3000.00. This includes costs for my airfare, lodging and other travel expenses.

Thank you very much.

Nalini M. Nadkarni
Member of the Faculty

From: Brad Monsma [mailto:brad.monsma@csuci.edu]
Sent: Sat 1/10/2009 10:28
To: Nadkarni,Nalini
Subject: FW: Nalini Nadkarni

Dear Nalini,

Until I got this message, I had assumed you had received the check from your visit here, so my apologies that things weren't wrapped up. Mary suggests that the "invoice" can be an email, so if you could send that to her (cc me), perhaps we can get this done finally. Again, my apologies for the bureaucracy.

I hope you've had a good break and avoided all the flooding I hear about.

Best,

Brad

----- Forwarded Message

From: "Devins, Mary" <mary.devins@csuci.edu>
Date: Mon, 5 Jan 2009 10:25:03 -0800