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Dean's Office

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

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year
DEADLINE: Fall and Academic Year 3/31/10
Spring TBD

Applications must first be sent to the appropriate program chair. Chairs will the 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): Christine Thompson X 3273
Activity/Event Date(s): Lobby Corps Program / To begin Fall 2010
Date Funding Needed By: September 1, 2010

**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2010 and for Spring Requests early January 2011.

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

- | | |
|---|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| <input type="checkbox"/> 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"/> Risk Management Consultation |
| <input type="checkbox"/> International Travel | <input type="checkbox"/> Late Submission |
| <input type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: YES NO Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval: Yes No

Assessment submitted for previously Funded Activity: YES NO

Academic Program or Center Name and Budget Code: Student Government New Program

Date of Submission: April 1, 2010

Amount Requested: \$6500
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 15

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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 - 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.** Student Government Lobby Corps is committed to help CI students become engaged in their civic responsibilities and to be contributors for the betterment of the society. Student Government Lobby Corps is also committed to advocating for the current and future CI students to preserve the promise of California's Master Plan of Higher Education, whereby quality, affordable and accessible higher education is provided for all Californians. The budget proposal is to supplement support from the Student Government general fund to allow for our students to travel to Sacramento and Washington DC to advocate for funding for the university and system and to learn about the public policy process.

2. **Relation to IRA to Course Offerings.**

ASI, POLS 140 California Government, POLS 316 State and Local politics and policy, POLS 315 Congress and the Presidency, POLS 318 The Electoral Process, POLS 320 Public Administration, POLS 321 Public Budgeting and Finance, POLS 325 American Public Policy, POLS 430 Political Communication, COMM 220 Group Communication, COMM 320 Persuasion & Argumentation, Comm 301 Advanced Public Speaking, Comm 340 Conflict Management & Mediation, Comm 346 School-Community Relations,

3. **Activity Assessment.** Program will be assessed by comparison against lobby corps programs at sister schools, by number of legislative visits and by support from visited legislators.

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.** Requesting funding for travel per diem, supplies and trainings from ASI.

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

Alysha Leal 4/5/10
Maureen Thompson (advisor) 4/1/10
Project Sponsor Date

Program Chair/Director Date

Arh Veiden 4/7/10
Dean of the Faculty Date

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ACTIVITY BUDGET FOR 2010-2011

1. Operating Expense Budget

A. Supplies _____
B. Vendor Printing _____
C. In-State Travel 4500
D. Out-of-State Travel 2000
E. Equipment Rental _____
F. Equipment Purchase _____
G. Contracts/Independent Contractors _____
H. Honorarium _____
I. OPC Chargeback _____
J. Copier Chargeback _____
K. Other (Please Specify) _____

TOTAL Expenses 6500

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)

Total Revenue

E. **Total Requested from IRA**

6500