Request #/0259

CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

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 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: **Bringing Lectures and Trips to the Wider Campus Community: Transcribing and Close Captioning ESRM Course Videos for Podcasting and Accessibility**
Project Sponsor/Staff (Name/Phone): **Sean Anderson (Mary Devins) x8984**
Activity/Event Date(s): **Spring 2009**
Date Funding Needed By: **Spring 2009**
**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:

☐ Equipment Purchase
☐ Event
**X** IT Requirements
☐ International Travel
☐ Space/OPC Requirements
☐ Infrastructure/Remodel
☐ Other _____

☐ Field Trip
☐ Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter
☐ Risk Management Consultation
☐ Late Submission (Passed Deadlines: **Fall 3/14, Spring 10/15)**

Previously Funded: ☐YES **X** NO    Yes, Request # _____

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

Assessment submitted for previously Funded Activity: **X** YES ☐ NO

Academic Program or Center Name and Budget Code: **ESRM**

Date of Submission: **September 15, 2008**

Amount Requested: **$1160** (Should match item 2. E. on page 4)

Estimated Number of Students Participating: **hundreds**

- 1 -

# Application
## Instructionally Related Activities Funds Request
## 2008-2009 Academic Year

### 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.

# <u>Application</u>
## <u>Instructionally Related Activities Funds Request</u>
## <u>2008-2009 Academic Year</u>

### Requirements and Signatures

Please provide the following in your application:

**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.

**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.**

**Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

**Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

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

<u>Signatures and Dates</u>

_____     9/14/08
Project Sponsor                                              Date


_____     Date
Project Sponsor

_____     9/15/08
Program Chair/Director                                  Date


_____     Date
Program Chair/Director

_____     9/27/08
Dean                                                          Date

## Application
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## 2008-2009 Academic Year

ACTIVITY BUDGET FOR **2008-2009**

1. Operating Expense Budget
   - A. Supplies _____
   - B. Vendor Printing _____
   - C. In-State Travel _____
   - D. Out-of-State Travel _____
   - E. Equipment Rental _____
   - F. Equipment Purchase _____
   - **G. Contracts/Independent Contractors__$1160_____**
   - H. Honorarium _____
   - I. OPC Chargeback _____
   - J. Copier Chargeback _____
   - K. Other (Please Specify) _____

   **TOTAL Expenses**   $1160_____

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)   some of this video was from IRA-funded activities (e.g. New Orleans), Academic Technology Services will provide various in kind editing and production support
   - **E. Requested Allocation
     from IRA**   $1160

   **Total Revenue**   $1160_____

## Bringing Lectures and Trips to the Wider Campus Community: Transcribing and Close Captioning ESRM Course Videos for Podcasting and Accessibility

Over the past two years my colleagues and I have been taking video of various IRA-funded course activities, including class lab activities and or Spring Break trips to New Orleans. My original intent was to make these videos accessible to the students and community back at CSUCI over the web. Some of these videos have been shown during our course poster sessions or to individual classes. Technical difficulties and mandates of accessibility (making all videos closed captioned) have prevented the majority of this footage from being made available to our campus and community broadly defined.

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I therefore seek funding to cover 10 hours to video transcription and closed captioning @ $115.94 per hour. Videos will be prepped over Spring and Summer of 2009, being available for podcasting by the end of Summer 2009.

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□ Event                               □ Participant data collection for public
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□ International Travel                 result is a journal/poster session/newsletter
□ Space/OPC Requirements                  □ Risk Management Consultation
□ Infrastructure/Remodel              □ Late Submission (Passed Deadlines: **Fall 3/14,**
□ Other _____                   **Spring 10/15)**

Previously Funded:  □YES  **X** NO   Yes, Request # _____

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

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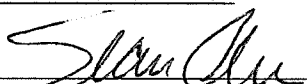
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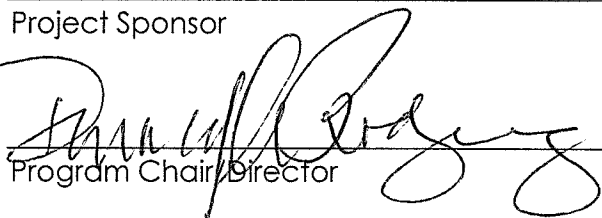
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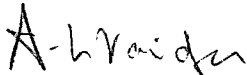
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_____          9/14/08
Project Sponsor                                                            Date


_____          _____
Project Sponsor                                                            Date

_____          9/15/08
Program Chair/Director                                               Date


_____          _____
Program Chair/Director                                               Date

_____          9/22/08
Dean                                                                           Date

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