



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

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year
DEADLINE: Fall and Academic Year 3/15/09
Spring 10/15/10

Applications must first be sent to the appropriate program chair. Chairs will then 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): Trudy Milburn/3128, Andrea Grove/3124, Pilar Pacheco/8851

Activity/Event Date(s): Sept. 16-17, 2009, Constitution Day Lectures by Donal Carbaugh

Date Funding Needed By: July 15, 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:

- | | |
|---|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| <input checked="" 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"/> 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 3/15, |
| <input type="checkbox"/> Other _____ | Spring 10/15) |

Previously Funded: **X**YES ☐NO Yes, Request # TK910 824 90206

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: *Center for Community Engagement/824*

Date of Submission: 3/9/09

Amount Requested: \$1400
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 250+

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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.

Constitution Day Lectures

Professor Donal Carbaugh, Department of Communication, is author of *Cultures in Conversation* which was designated Outstanding Book of the Year by the International and Intercultural Division of the National Communication Association. He is Founding Member of a Research Advisory Group that is creating a new way of assessing the security needs of communities. The project is housed at the United Nations Institute for Disarmament Research in Geneva, Switzerland, with Derek Miller as managing director and Lisa Rudnick (doctoral candidate at UMass) as lead researcher. The project is designed to help various UN agencies understand the local circumstances in which they provide services. The project recently implemented the research procedure in Ghana and Nepal and will conduct several similar implementations in other countries over the next years.

The group includes members from several nations, including Africa, Finland, Israel, and the United States. The research has been funded by the Dutch and Swedish governments. Carbaugh was in Geneva in May 2008 when the Group presented its findings and recommendations to some dozen UN agencies (including UNICEF, UNDP).

Dr. Carbaugh will discuss this research and his participation with the United Nations.

He will conduct two lectures for University 110 students; students from Cultural Conversations (COMM 321); Model UN students (UNIV), and the campus community at large. These lectures will be held on Wed., Sept. 16 and Thurs. Sept. 17 to celebrate Constitution Day and to reach the broadest number of students possible.

In 2008, University 110 courses were redesigned to integrate the University mission. Carbaugh's international work with the UN and his broader research into intercultural & cultural communication fit three of the four mission elements.

Attendance at his presentation will be an assignment for students enrolled in University 110 courses. Students will also be asked to write a reflection paper about his presentation.

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.

3-4 UNIV 110 classes, COMM 321, POLS 103, POLS 329, GLST 200, UNIV 491

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.**

We will use a survey similar to the one used last year during this event to assess student benefits and impact of this lecture in comparison to Paul Loeb's lecture for Constitution Day 2008.

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

Trudy Milburn



3-8-09

Project Sponsor

Date

Dennis Muraoka



3-9-09

Program Chair/Director

Date



3/13/09

Dean

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ACTIVITY BUDGET FOR 2009-2010

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	<u>\$100 – Publicity Posters + UN report</u> <u>summary copies</u>
C. In-State Travel	_____
D. Out-of-State Travel	<u>\$800 – RT from Hartford, CT to</u> <u>Burbank, CA + meals/expenses</u>
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	<u>\$500 – Speaking fee</u>
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	_____
 TOTAL Expenses	 <u>\$1400</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	\$1400
 Total Revenue	 _____



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September 2, 2009

Donal Carbaugh, Ph.D.
Dept of Communication
University of Massachusetts
Amherst, MA

Dear Professor Carbaugh:

We are pleased to invite you to give our Constitution Day lectures for 2009, on September 17, 2009. We have two sessions at which we would like you to speak, open to the university. The university is able to offer you \$800 for travel and a \$500 honorarium. You are asked to arrange your own travel and the university will prepare a payment for \$1300. We look forward to hosting you!

Sincerely,

Andrea Grove
Faculty Director, CCE



California State University Channel Islands
Check Request Form

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To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

MAKE CHECK PAYABLE TO:

Name: Donal Carbaugh

Address 1: 28 Reservation Road

Address 2:

City, State Zip: Easthampton, MA 010127

Amount: \$ \$1300.00

*Check will only be held for 48 hours after notification before being mailed out.

PeopleSoft Vendor ID:

Note: New vendors must complete a Form 204

Check Instructions:

- ☐ Mail to payee
☒ * Pick up at Cashier - Ext 3253
☐ Mail attachments with check - include copies

Description to appear on reports (30 characters)

Carbaugh honorarium

TYPE OF PAYMENT:

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical |
| <input type="checkbox"/> Art Model | <input type="checkbox"/> Membership/Dues | <input type="checkbox"/> Tax Remittance* |
| <input type="checkbox"/> Bank Fee* | <input type="checkbox"/> Parking | <input type="checkbox"/> Utility/Telephone |
| <input type="checkbox"/> Freight/Postage | <input type="checkbox"/> Payroll | |
| <input checked="" type="checkbox"/> Honorarium/Speaker | <input type="checkbox"/> Permit/License | <input checked="" type="checkbox"/> IRA Activity |
| <input type="checkbox"/> Interpreting/Note taking | <input type="checkbox"/> Registration/Conference | <input type="checkbox"/> Other- <u>must</u> be explained |

*Accounting Use Only

**Hampton Inn/Country Inn/Courtyard Marriott

DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Honorarium for Donal Carbaugh who will be speaking on campus for the Constitution Day lecture. Please see attached offer letter. IRA funded. 204 form faxed to Procurement

ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
613802	TK910	824	90261			\$1,300.00
Total						\$1,300.00

*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

Requestor: Mary Devins
Printed Name & Extension

Signature

9/8/09
Date

Approver: Dan Wakelee
Printed Name & Extension

Signature

9/8/09
Date

Approver:
(If required) Printed Name & Extension

Signature

Date