



<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 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): Dr Angela Chapman

Activity/Event Date(s): Field trips for Biol 433 for Fall 2010, and spring 2011

Date Funding Needed By: Sept 1st, 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 checked="" 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 checked="" 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 # all previous years

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: Biol 720

Date of Submission: Aug. 5th 2010

Amount Requested: \$4704.00
 (Should match item 2. E. on page 4)

Estimated Number of Students Participating: 48

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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.** Describe the activity and its relationship to the educational objectives of the students' program or major.

The purpose of the trip is to introduce students to the ecology of the Channel Islands. Students will participate in an all day field trip to Prisoners Harbor, Santa Cruz which is part of the Channel Islands National Park. Transportation to the island will be provided by Island Packers, the official National Parks carrier and the students will spend approximately five hours on the island.

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.

The course investigates the ecological characteristics of natural ecosystems and the basic effects of human society upon those systems. In addition, plant and animal distribution patterns in relation to past and present physical and biotic factors are covered. Issues of resource management, population, food production, global environmental problems are also emphasized to explore future directions. Field trips to local ecosystems are an integral and essential component to further student learning. This field trip will address several educational objectives of the Ecology and the Environment course. Namely to:

- (a) understand the history of the Channel Islands
- (b) familiarize students with native and exotic species
- (c) evaluate the methods currently being used to restore the island
- (d) quantify the effectiveness of the different management strategies adopted and consider their controversial nature.
- (e) observe and consider the distinct plant and animal communities and how they relate to island biogeography
- (f) appreciate the islands as a repository for the biodiversity of this region

The Channel Islands field trip will also be an integral component of Biol 433 Ecology and the Environment. The trip includes a crossing of the Santa Barbara Channel with stops made enroute to look for, and identify, the marine fauna of this region. Once on the island, the students will be taken on a guided hike by an experienced naturalist. They will be introduced to the unique aspects of the ecology of the many plant communities, and identifying dominant, endemic, and indicator plant species to be found on the island.

The hike terminates at a lookout that provides a vantage point from which the island system can be surveyed. From this point students will gain a perspective of the entire ecosystem, encompassing the flora and fauna of the island, the intertidal region and the marine systems of the surrounding channels. We will spend time in this area discussing the organization and the interconnected nature of the entire system and the importance of the land – sea interface.

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.**

Students will be required to complete a lab report which will cover the objectives as outlined in section 2 (a-f).

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

Santa Cruz Island transport costs per student are \$44.00.

Therefore \$44 x 48 students x two semesters = \$4224.00

Facilities-use Fee at WFVZ \$5 x 48 students x two semesters = 480.00

Total requested = \$4704.00

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

The Biology Program has provided binoculars. No other additional sources of funding have been applied for.

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

Angela Chapman .

August 5th 2010

Project Sponsor

Date

Program Chair/Director

Date

Dean of the Faculty

Date

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year

ACTIVITY BUDGET FOR 2010-2011

I. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	\$ 4224.00 _____ (Island Packers)
D. Out-of-State Travel	_____
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	\$ 480 Facility-use Fee (WFVZ)
 TOTAL Expenses	 \$4704.00 _____

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** **\$4704.00** _____



California State University Channel Islands
Check Request Form

375

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

MAKE CHECK PAYABLE TO:

Name: Western Foundation of Vertebrate Zoology

Address 1: 439 Calle San Pablo

Address 2:

City, State Zip: Camarillo, CA 93012

Amount: \$ \$155.00

PeopleSoft Vendor ID: 4437

Note: New vendors must complete a Form 204

Check Instructions:

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

Description to appear on reports (30 characters)

Invoice 1411

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"/> IRA Activity |
| <input type="checkbox"/> Honorarium/Speaker | <input type="checkbox"/> Permit/License | <input type="checkbox"/> Other- <u>must</u> be explained |
| <input type="checkbox"/> Interpreting/Note taking | <input type="checkbox"/> Registration/Conference | |

*Accounting Use Only

**Hampton Inn/Country Inn/Courtyard Marriott

DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Entrance fee for WFVZ \$5 per student, 31 students attending. IRA Sponsored Activity. IRA Proposal attached. Class Roster attached.

ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
660003	TK910	720	90321			\$155.00
Total						\$155.00

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

Requestor: Mary Devins x3253
Printed Name & Extension

Signature

Date

Approver: Dan Wakelee
Printed Name & Extension

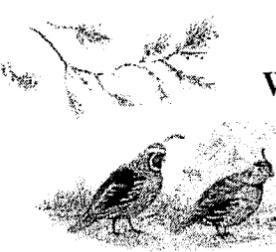
Signature

Date

Approver:
(If required) Printed Name & Extension

Signature

Date

**Western Foundation of Vertebrate Zoology**

439 Calle San Pablo
Camarillo, CA 93012
Phone: 805-388-9944, Fax: 805-388-8663
Website: www.wfvz.org

INVOICE

Date	Invoice #
11/5/2010	1411

Sold To
CA State University Channel Islands One University Drive Camarillo, CA 93012

Ship To
CA State University Channel Islands One University Drive Camarillo, CA 93012

P.O. Number	Due Date
	11/5/2010

Quantity	Description	Price Each	Amount
31	Tour Fees- two classes, total <u>31 students</u> 11/4 and 11/5 <i>See attached roster</i>	5.00	155.00
Please Remit To Above Address. Thank You!		Total	\$155.00
		Payments/Credits	\$0.00
		Balance Due	\$155.00

Class Roster

Course ID: 000583 ECOLOGY & THE ENVIRONMENT (Lecture)

Catalog: BIOL 433

Class Nbr: 1912 Section 01

Regi

Instructors: Chapman Kofron,Angela

Class Roster Details

Total Students: 31

*Enrollment Status: Enrolled

[Detail](#)

							Customize Find View /
	Notify	ID	Name	Grade Basis	Units Taken	Program - Plan - Subplan	A L
1	<input type="checkbox"/>	000771863	Abbott,Christopher Gerald	Graded	4.00	Undergraduate - BA: Liberal Studies, Conc Std	S
2	<input type="checkbox"/>	000580126	Ashley,David Patrick	Graded	4.00	Undergraduate - BA: Biology, Pre-Professional	Ji
3	<input type="checkbox"/>	000406680	Banayo,Rochele Mendoza	Graded	4.00	Undergraduate - BS: Biology	S
4	<input type="checkbox"/>	000649455	Beatty,Caitlin Louise	Graded	4.00	Undergraduate - BS: Biology	Ji
5	<input type="checkbox"/>	000681370	Carpio,Kathrinna Reyes	Graded	4.00	Undergraduate - BS: Biology	S
6	<input type="checkbox"/>	000290837	Celmeta,Besmira	Graded	4.00	Undergraduate - BA: Biology	S
7	<input type="checkbox"/>	000572950	Cerda,Kimberly	Graded	4.00	Undergraduate - BA: Biology	Ji
8	<input type="checkbox"/>	000904606	Daniels,Jordan Emory	Graded	4.00	Postbaccalaureate Ext (Degree) - MS: Biotech & Bioinformatics	C
9	<input type="checkbox"/>	000589278	Dexter,Cassandra Alyse	Graded	4.00	Undergraduate - BS: Biology, Ecology emp	S
10	<input type="checkbox"/>	000444614	Duke,Shana Michelle	Graded	4.00	Undergraduate - BA: Biology, Subject Matter	S
11	<input type="checkbox"/>	000753741	Flores,Christina	Graded	4.00	Undergraduate - BS: Biology	S
12	<input type="checkbox"/>	000590396	Horn,Alecia Rebecca	Graded	4.00	Undergraduate - BA: Biology, Subject Matter	Ji
13	<input type="checkbox"/>	000651132	Latham,Michael John	Graded	4.00	Undergraduate - BS: ESRM, Resource Management	S
14	<input type="checkbox"/>	000663157	Lester MISS,Sarah Michelle	Graded	4.00	Undergraduate - BS: Biology	S
15	<input type="checkbox"/>	000452154	Lockhart,Jacquelynn	Graded	4.00	Undergraduate - BS: Biology, Ecology emp	S
16	<input type="checkbox"/>	000646673	McCoy,Robert Jeffrey	Graded	4.00	Undergraduate - BS: Biology	S
17	<input type="checkbox"/>	000331761	Mcdonald,Edward James	Graded	4.00	Undergraduate - BS: Biology	S
18	<input type="checkbox"/>	000538240	Myers,Lisa	Graded	4.00	Undergraduate - BS: Biology	S
19	<input type="checkbox"/>	000790895	Nguyen,Thao Phuong	Graded	4.00	Undergraduate - BS: ESRM, Resource Management	Ji
20	<input type="checkbox"/>	000554971	Padilla MS.,Alyson Lynne	Graded	4.00	Undergraduate - BA: Biology	S
						Undergraduate - BS: Biology, Medical	

21	<input type="checkbox"/>	000808523	Parker,Tatsiana	Graded	4.00	Imaging	S
22	<input type="checkbox"/>	000756523	Renteria,Mabel Vera	Graded	4.00	Undergraduate - BA: Biology	S
23	<input type="checkbox"/>	000342993	Robles,Sherry Ann	Graded	4.00	Undergraduate - BS: Biology	S
24	<input type="checkbox"/>	000643007	Rodriguez,Daniel	Graded	4.00	Undergraduate - BS: ESRM, Resource Management	S
25	<input type="checkbox"/>	000277252	Rodriguez,Kathyleen L	Graded	4.00	Undergraduate - BS: Biology, Medical Imaging	S
26	<input type="checkbox"/>	000664561	Shaner-Thompson,Sierra NicoleArlena	Graded	4.00	Undergraduate - BS: Biology	S
27	<input type="checkbox"/>	000324611	Singh,Atylana	Graded	4.00	Undergraduate - BS: Biology	S
28	<input type="checkbox"/>	000807509	Streamland,Tobin Urijah Benjamin	Graded	4.00	Undergraduate - BS: Biology, Cell & Molecular	Jr
29	<input type="checkbox"/>	000387531	Varela,Breana N.	Graded	4.00	Undergraduate - BA: Biology	S
30	<input type="checkbox"/>	000435566	Vasquez,Vanessa Crystal	Graded	4.00	Undergraduate - BS: Biology	Jr
31	<input type="checkbox"/>	000368889	Wilson,Brittany Michelle	Graded	4.00	Undergraduate - BS: ESRM, Environmental Sci	Jr

[Notify Selected Students](#)
[Notify Enrolled Students](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

required



Day Trip Service Agreement

Account # 91289

Booking # R0530908

TRIP INFORMATION Please review Date, Time & Destination. Notify Group Sales if incorrect.Harbor of Departure: **Ventura Harbor- 1691 Spinnaker Drive - Ventura - CA 93001**Departure Date: **Saturday, March 12, 2011**Vessel: **Islander**Departure Time: **8:00 AM**Check In Time: **7:15 AM**Depart Island: **3:00 PM**Return to Dock: **5:00 PM**Island Destination: **Santa Cruz Island - Prisoners Harbor**Special Requests **Want to hike to Pelican and May Kayak back from Pelican to Prisoners****RESERVED FOR**

Please review and change incorrect information prior to signing and returning

Last Name **Chapman**First Name **Angela**Group **C.S.U.C.I.**Street Address **5538 Kamet Ct.**City **Ventura**St. **Ca**Zip Code **93001-**Phone **(805) 676-1080 x**Cell **(805) 437-2774**Fax **(805) 437-8895**Email **angela.chapman@csuci.edu;mary.devlns@csuci.edu****FINANCIAL INFORMATION** All Payment Terms must be met. Notify Group Sales if unable to meet terms.Seats Reserved **25**Trip Fares: * **\$51.00 Adults -- \$39.00 Child (3-12 years) -- \$51.00 Senior (55 & older)**Kayaks Transport Space Reserved: **0**Kayak Transport Fare: Single Kayak **\$18.00** Double Kayaks **26.00**A Deposit of **\$200.00**

is due by

02/04/11

Balance Due By:

3/3/11Final Passenger Count Due: **2/26/2011**Failure to reduce your passenger count will result in paying for unfilled seats
A minimum of 10 passengers is required for this discounted fare.Additional charges for : **Dropping off kayaks and guide at Pelican Bay****No individual check-in/payments are permitted on the day of your trip***Island Packers Day Trip Guidelines. Please follow these simple steps for the benefit of all passengers and crew.--*

-- Passengers must **arrive 30 minutes** before departure time. - **Kayaks must arrive 1 hour prior** to departure and **must have a transport tag** before being loaded. Late arriving kayaks may not be loaded. Kayak must be empty of all gear/seat backs and have a 6-8 foot bowline with a clip on the free end. - The group leader should proceed to the office with the completed passenger manifest The manifest should include the names and emergency phone # of each member of your group Boarding passes issued will be determined by the number of names on the completed passenger manifest. All passengers must have their own boarding pass to board the boat.

-- NO SINGLE ITEM (INCLUDING ICE CHESTS) MAY WEIGH MORE THAN 45 LBS. --

You are responsible for payment of all spaces you have reserved on the day of your trip.
No refunds will be given for no-shows on the day of the trip.

You **DO NOT** have a confirmed agreement until the required deposit is received. If you cancel within 30 days of this trip, your deposit will be forfeited. In case of unfavorable weather or sea conditions, Island Packers will cancel at 5:30 AM on the day of your trip and your full deposit will be refunded or applied to another trip. **IF YOU** cancel the trip because of weather, your deposit will be forfeited. If weather conditions prevent landing and the boat returns early, your fares will be pro-rated.

PLEASE READ THIS DOCUMENT CAREFULLY.**Sign and return this copy upon receipt.**I AGREE TO THE TERMS
AND CONDITIONS HEREIN

DATE

Mail all correspondence to: **Island Packers - 1691 Spinnaker Drive, Suite 105B - Ventura - CA - 93001**
Phone 805-642-1393 Ext. 307 Fax 805-642-6573 E-Mail groupcharters@islandpackers.com

Operator **R05**Date **1/11/2011**S/A Mailed **1/23/11**

ISLAND PACKERS



Since 1968

1691 Spinnaker Drive, Suite 105B, Ventura, CA 93001

Phone 805-642-1393 Fax 805-642-6573
groupcharters@islandpackers.com

Invoice Date
3/8/2011

INVOICE

Booking # R0530908

Please indicate booking number on
all correspondence or payment.

Account # 91289

C.S.U.C.I.

Phone (805) 676-1080 x

Angela Chapman

Fax (805) 437-8895

5538 Kamet Ct.

Ventura Ca 93001

E-mail angela.chapman@csuci.edu;mary.devins@csuci.edu

Destination **Santa Cruz Island - Prisoners Harbor**

Date of Trip **3/12/2011**

Description of Service Provided	Cost Each	Quantity	Total Cost
Day Excursion - Adult	\$51.00	25	\$1,275.00

Total of all Charges

\$1,275.00

Deposit Paid

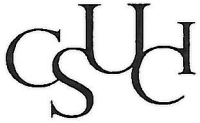
Additional Payments Received

Balance Due to Island Packers

\$1,275.00

Comments:

375



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Administrative Services

REQUEST TO DEPOSIT FUNDS

DO NOT HOLD ITEMS.

THIS FORM SHOULD ACCOMPANY ALL ITEMS TO BE DEPOSITED. HAND DELIVER TO
 THE CASHIERS LOCATED ON THE FIRST FLOOR OF THE PROFESSIONAL BUILDING.

NAME ON CHECK: Island Packers, Inc

CHECK # 1279 CHECK DATE: 4/4/2011

AMOUNT OF CHECK: \$ 153

PURPOSE OF MONEY RECEIVED--Include all necessary documentation when applicable.

Refund of overpayment of field trip since 3 students did not attend.

CHARTFIELDS OF WHERE MONEY SHOULD BE CREDITED:

AMOUNT

660003 TK910	720	90321	\$	153
ACCOUNT	---	FUND	---	DEPARTMENT
---	---	PROGRAM	---	PROJECT
				\$
ACCOUNT	---	FUND	---	DEPARTMENT
---	---	PROGRAM	---	PROJECT
				\$
ACCOUNT	---	FUND	---	DEPARTMENT
---	---	PROGRAM	---	PROJECT

SIGNATURES:

REQUESTED BY:

Mary Devins

EXT. #:

3253

(Please print name)

SIGNATURE OF REQUESTOR:

[Handwritten Signature]

DATE:

4/11/11

FOR ACCOUNTING USE ONLY:

CHECK & FORM RECEIVED BY:

DATE:

*ATTACH COPY OF HAND WRITTEN RECEIPT WHEN APPLICABLE.

[Handwritten Signature] 4/11/11

Island Packers, Inc 12/88
1691 Spinnaker Drive Suite 105B
Ventura, CA 93001
805-642-1393
Fax 805-642-6573

RABOBANK, NATIONAL ASSOCIATION
300 S Mills Rd
Ventura, Ca 93003
90-2168/1222

1279

4/4/2011

PAY TO THE
ORDER OF CSUCI

\$*153.00

One Hundred Fifty-Three and 00/100*****

DOLLARS



Security
Features
Order
on Back

CSUCI
Angela Chapman
5538 Kamet Ct
Ventura, CA 93001

Cheryl Connell MP

R0530908

⑈001279⑈ ⑆122221686⑆ 203025831⑈

Island Packers, Inc

1279

CSUCI

4/4/2011

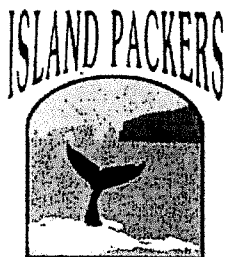
R0530908

153.00

Rabo Bank

R0530908

153.00



1691 Spinnaker Drive, Suite 105B, Ventura, CA 93001

Phone 805-642-1393

Fax 805-642-6573

Refund Confirmation

April 05, 2011

Date of Trip **3/12/2011**

Booking # **R0530908**

Refund Amount **\$153.00**

Reason for Refund:

☐ Trip Canceled by Island Packers

☐ Trip Canceled in Advance

☒ Over Paid

☐ Other

Comments

Enclosed is the refund for your trip. If you have questions, please feel free to call and ask for the Refund Department. We have enclosed our brochure and schedule, in hopes that you will consider coming out with us again in the near future.

Please visit our web site at www.islandpackers.com for more detailed information on trip schedules.

Thank You,

Cheryl Connally
Office Manager