



<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): **Dr. Nifika Parmar**

Activity/Event Date(s): **April 9-13, 2010 and May 21-24, 2011.**

Date Funding Needed By: **January 15, 2011**

****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: **Biology 720**

Date of Submission: **10/20/10**

Amount Requested: **\$5230**

(Should match item 2. E. on page 4)

Estimated Number of Students Participating: **4**

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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.

Funds are being requested for student travel to two conferences- the ASBMB (The American Society for Biochemistry and Molecular Biology) Experimental Biology conference in April (9-13, 2010) at Washington DC and the ASM (American Society for Microbiology) annual meeting in May (21-24, 2010) at New Orleans. Two students will be presenting their work in the form of a poster and/or a talk at the ASBMB meeting while three students will be presenting their work at the ASM meeting. These students have been working on their projects for the past 12-24 months and have generated exciting data. Such a presentation completely aligns with the Biology program's educational objective of providing students with hands-on laboratory experiences which in turn lead to students' presenting their findings at national conferences. Biology program's learning outcomes of communicating effectively in written and oral forms will be satisfied by participation in these conferences.

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.

Students presenting their work are presently enrolled or will be enrolled in the spring semester in BIOL494 (Independent Research) with me. All learning objectives of this class (designing and implementation of experiments as well as dissemination of results) are expected to be fulfilled as a result of participation in these meetings.

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 receiving funding for attending these two conferences will be provided a survey at the conclusion of these two activities to determine whether learning objectives of the Biology program as well as the individual course were in fact satisfied. Students will also be required to present a report to the faculty mentor indicating how they advanced their knowledge at these conferences, how they established networks and finally how such activities will help them in their future careers.

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

IRA funds are being requested for the following expenses:

- a. **ASBMB conference, April 9-13, 2010, Washington DC:** Two students will be attending this meeting.

Abstract fee: \$65
Airfare from LAX to DC: \$350
Accommodations (4 nights, \$200 x4): \$800

Funds: \$1215 per student x 2 students = \$2430
Airport transfers: \$100 (for two students combined)
TOTAL COSTS: \$2430 + \$100 = **\$2530**

***Note:** Funds are not being requested for ASBMB membership (\$20), food (\$200), travel insurance (\$20) and poster printing (\$25). These costs will be borne by the students themselves.*

Out-of-pocket costs for students: \$265 x 2 = \$530

- b. **ASM conference, May 21-24, 2010, Washington DC:** Two students will be attending this meeting.

Student registration: \$150
Airfare from LAX to New Orleans: \$350
Accommodations (4 nights, \$200 x4): \$800

Funds: \$1300 per student x 2 students = \$2600
Airport transfers: \$100 (for two students combined)
TOTAL COSTS: \$2600 + \$100 = **\$2700**

***Note:** Funds are not being requested for ASM membership (\$17), food (\$200), travel insurance (\$20) and poster printing (\$25). These costs will be borne by the students themselves.*

Out-of-pocket costs for students: \$262 x 2 = \$524

Total IRA funds request for both conferences = \$2530 + \$2700 = \$5230

Total out-of-pocket costs = \$530 + \$524 = \$1054

COMBINED OVERALL COSTS FOR BOTH CONFERENCES: \$5230 + \$1054 = \$6284

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

No other support is available at this point.

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

Nitika Parmar 10/20/10
Project Sponsor Date

Shane A. Z... 10/20/10
Program Chair/Director Date

Devi K... 10/26/10
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	_____
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)	_____

TOTAL	Expenses	<u>\$6284 (details provided above)</u>
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2. Revenue

A. Course Fees	_____
B. Ticket Sales	_____
C. Out of Pocket Student Fees	
(exclusive of course fees)	<u>\$1054 (details provided above)</u>
D. Additional Sources of funding (Please specify And indicate source)	_____

Total Revenue	_____
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Total Requested from IRA	<u>\$5230 (details provided above)</u>
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