



<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: SOCIETY FOR AMERICAN ARCHAEOLOGY Annual Meeting**  
 Project Sponsor/Staff (Name/Phone): **Colleen Delaney-Rivera, ext 3312**  
 Activity/Event Date(s): **March 30-April 3, 2011**  
 Date Funding Needed By: **15 February 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 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 **NOT APPLICABLE**

Academic Program or Center Name and Budget Code: **766**

Date of Submission: **29 October 2010**

Amount Requested: **\$1,500.00**  
 (Should match item 2. E. on page 4)

Estimated Number of Students Participating: **2**

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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.

I request funds to support student travel to the national Society for American Archaeology (SAA) annual conference in Sacramento, CA. The two students travelling to this meeting will present the results of research conducted under my supervision. The research focuses on identifying prehistoric settlement and human activities of Ventura County during the last 2,000 years. The meeting will be March 30-April 3, 2011. Participation in the meeting is an excellent opportunity for the students to present their research, to learn about current research in archaeology, and to meet and network with potential graduate programs and employers.

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 students presenting the research collected the data during University 498 activities (Spring 2009 and Spring 2010). The data analysis is ongoing via liberal studies capstone and Anthropology 377, Archaeological Method and Theory (Dr. Delaney-Rivera as supervising faculty). Final data analysis may occur for one student during Spring 2011 via liberal studies capstone (with Dr. Delaney-Rivera as advisor). University 498 courses require public dissemination of results, and the SAA meeting is an excellent place to do so.

One of the two students presenting the research is currently scheduled to graduate December 2010. I ask that the IRA fund travel for this student, as the data collection and analysis have been completed while she was enrolled as a student at CSUCI.

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 complete a survey regarding what they learned during the conference and the presentation of the research. Dr. Delaney-Rivera will also interact with conference participants to determine how well the students have disseminated the research to members of our discipline.

- Costs request through IRA (per student)

(airfare estimate is the average of flights via Southwest Airlines and Orbitz.com as of 28 Oct 2010)

**Subtotal: \$750/student**  
**Total Request: \$1,500**

Travel insurance	\$20
Airport shuttle	\$22
Meals (\$30/day)	\$120
SAA student membership	\$70
Poster printing	\$30

Total out of pocket expenses (2 students): \$524

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

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

Project Sponsor	Colleen Delaney-Luera	29 October 2010
Program Chair/Director	Eugene By	10/29/10
Dean of the Faculty	Dan. Kunder	11/3/10

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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>\$2,024.00 (see 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>\$524.00</u>
D. Additional Sources of funding (Please specify And indicate source)	<u>Not yet determined; SRSC/lottery funds</u>

Total Revenue	_____
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E. Total Requested from IRA	<u>\$1,500.00</u>
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