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

Application
Instructionally Related Activities Funds Request
2011-2012 Academic Year
DEADLINE: Fall and Academic Year 3/31/11
Spring 2012 deadline is 10/31/11

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: CSU Student Research Competition

Project Sponsor/Staff: CSUCI Student Research Steering Committee (Chairs Kathryn Leonard and Cindy Wyels; Members Catherine Burriss, Colleen Delaney-Rivera, Sean Kelly, Liz King, Nitika Parmar)

For this IRA proposal: contacts are Sean Kelly (x3309) and Cindy Wyels (x3260); Support Personnel: Chanda Cunningham (x3139)

Activity/Event Date(s): May 4 - 5, 2012

Date Funding Needed By: Notice by Jan. 23 (for planning and recruitment purposes); funds available by April 1 (for travel-related costs)

Please check if any of the following apply to your IRA:

□ Equipment Purchase   X Field Trip
X Event   □ Participant data collection for public
□ IT Requirements   dissemination, i.e. interviews/surveys that
□ International Travel   result is a journal/poster session/newsletter
□ Space/OPC Requirements   □ Risk Management Consultation
□ Infrastructure/Remodel   □ Late Submission
□ Other _____

Previously Funded: yes   Request # (N/A)

Does your proposal require IRB (Institutional Review Board) approval: No

Assessment submitted for previously Funded Activity: yes

Academic Program or Center Name and Budget Code:

Date of Submission: October 20, 2010

Amount Requested: $1,914

Estimated Number of Students Participating: 18 (for event itself); 40 – 80 (in initial research and nomination stages)

<u>Application</u>
<u>Instructionally Related Activities Funds Request</u>
<u>2010-2011 Academic Year</u>

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.

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 annual CSU Research Competition brings together approximately 200 student researchers from all 23 CSU campuses to share their high quality research with the larger CSU community. Each campus nominates up to 10 student teams to attend. Research is judged on the basis of a written paper and an oral presentation, and awards are announced at the conclusion of the competition. The educational goals of the activity are to develop discipline-specific technical oral and written communication skills, to recognize outstanding student research from all programs at CSUCI, and to demonstrate that CI's student research fits into a larger dynamic research community.

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 related to the program proposed.

Students enrolled in UNIV 498, all Capstone courses, and several discipline-specific research courses such as PSYCH 300 produce original research results. The requested funding would support travel for 10 CI student research teams to share those results with the CSU community at the Student Research Competition.

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.**

In addition to assessment carried out by judges for the Research Competition, the faculty chaperone and students will analyze qualities of successful talks they heard during the competition so that students can learn to improve their own presentations. Attendees will also be given a questionnaire (to evaluate their overall experience. The questionnaire for students, as well as one for faculty, are attached to this application.

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

Funds requested (please see attached budget) are for travel for approximately 18 students and one faculty chaperone to attend the CSU Student Research Competition in 2012. The Competition is hosted by a different CSU campus annually, with the sites alternating between Northern California campuses and Southern California campuses. This year, CSU Long Beach will host. To reduce costs, we will return to CI Friday evening rather than stay at hotels in Long Beach

Item	cost
24-passenger minibus, Friday – 8 hours	$957
24-passenger minibus, Saturday – 8 hours	$957

hotel	**$0**
TOTAL	**$1,914**

Rationale and assumptions
We estimate that the 10 CSUCI teams will account for approximately 18 students, and we add costs for one faculty member to accompany the students. (This faculty member will also take the lead in organizing on-campus rehearsals to help students prepare and making travel arrangements.) Quotes of $852 per 8-hour round-trip to CSULB from CSUCI were obtained from Roadrunner; we add 15% to account for possible extra time on the road or increased gas prices.

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

Partial support was provided by the Office of the Dean in 2009; since 2010 all students participating have been funded through IRA funding. Student research on this campus has grown to the point that we have institutionalized processes for nominating and selecting the students/ student teams who represent CSUCI at this prestigious event. (See final attachment.)

7. **Acknowledgment.**

All those signing this proposal acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Cindy Wyels / Sean Kelly	10/20/11
	Date
Iwona Grzegorczyk	10/24/11
	Date
Karen Carey	10/27/11
	Date

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ACTIVITY BUDGET FOR **2010-2011**

1. Operating Expense Budget

A. Supplies	none
B. Vendor Printing	none
C. In-State Travel	**$1,914**
D. Out-of-State Travel	none
E. Equipment Rental	none
F. Equipment Purchase	none
G. Contracts/Independent Contractors	none
H. Honorarium	none
I. OPC Chargeback	none
J. Copier Chargeback	none
K. Other (Please Specify)	

TOTAL	**$1,914**

2. Revenue

A. Course Fees	not applicable
B. Ticket Sales	not applicable
C. Out of Pocket Student Fees (exclusive of course fees)	Not recommended: they're representing CSUCI;

Faculty organizer is donating his/ her weekend to this event (no benefit to faculty's teaching or scholarship)

D. Additional Sources of Funding (Please specify And indicate source)	none
E. **Requested Allocation from IRA**	**$1,914**

Total Revenue	**$1,914**

CSU Student Research Competition – Organizing Guidelines

Timeline for AY10-11 and beyond
1. First announcement: Mon./ Tues. of 11th week of classes
2. Second announcement: Mon./ Tues. of 13th week of classes
3. Deadline for nominations: noon Wednesday of 14th week of classes
4. Initial screening completed; nominators notified: finals week (goal: Wed.)
5. 5-page research summaries due: noon Friday of fourth week of classes
6. Judging of research summaries completed; team and alternates notified: noon Friday of sixth week of classes
7. Deadline for materials to be sent to host institution: typically Friday of eighth week of classes[1]
8. Rehearsals of oral presentations for CI team: Friday prior to competition
9. Competition: Friday and Saturday, typically two weeks before commencement (conflicts with Honors Commencement)
10. Feedback loop: students complete assessment on way home from event/ within two days of completing event (when in So Cal)

Eligibility
Students who are still in school and those who graduated in May, summer, or December of the year prior to the competition are eligible.

Initial Nominations
Faculty nominators are asked to provide the following information.
- Name of nominator
- Title of research project
- 1 – 3 paragraph description of the research project (audience: non-specialists)
- Undergraduate/ Masters student level of students involved
- Class year(s) of the student(s)
- For non-seniors/ non-graduating masters students, is the research ongoing? (Will it extend beyond May?)
- How long has (have) the student(s) been engaged in the research project?
- What is the scope of the research project? (capstone, course project, more-significant-than-capstone, etc.
- What is the level of the student involvement? (Does the student work largely independently? Is he/ she familiar with the larger context, or is he/ she working on a piece of someone else's larger project? Was the project student-initiated?)

When the calls for nominations go out, expectations for faculty and students who are chosen to represent CI are also made public. These include
- Guidelines and deadline for internal 5-page research summary and student-signed letters of commitment to participate
- Expectations regarding timely submission of documents

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[1] This item is externally mandated and may change.

- Expectations regarding presentation rehearsals (faculty judge their and other teams; students rehearse)
- Travel timing and commitments
- Completion of assessment post event

Initial Screening
A subcommittee of the Student Research Steering Committee reviews the nominations. Nominators of projects that are inappropriate (e.g., projects that will not be at a stage conducive to presentation in May or writing in February, projects that are at a significantly lower level) are contacted and provided clarification about the nature of the competition. Other nominators are informed that their nominated projects are in contention, and are reminded of the guidelines and deadline for internal submission of a 5-page research summary. Student-signed letters of commitment to participate if chosen are required by the same deadline for their nominations to go forward.

Choosing the CI team
The Student Research Steering Committee selects up to three panels (and a convener for each) with disciplinary familiarity to review the 5-page research summaries. Panels will use the first six of the competition's categories, assigning each a score within each category. They will also summarize (by panel) feedback and comments for the students and faculty advisors. Conveners will then meet to determine the CI team, taking into account both the panels' assessments of the research summaries as well as the desire to create a team that is broadly representative (in terms of disciplines of projects).

Categories	**Scoring Guidelines**
1. Clarity of Purpose	• Superlative: 15
2. Appropriateness of Methodology	• Excellent: 12 - 14
3. Value of Research or Creative Activity	• Very Good: 9 - 11
4. Ability to Articulate the Research or Creative Activity	• Good: 6 - 8
5. Organization of the Presented Materials	• Fair: 3 - 5
6. Interpretation of Results	• Poor: 0 – 2
7. Ability to Handle Questions	

What else? Publish all the 5-page research papers via the SRSC website!