



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

Application
Instructionally Related Activities Funds Request
2012-2013 Academic Year
DEADLINE: Fall and Academic Year 3/31/12
Spring 2013 deadline is 10/31/12

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): Matthew Cook (8911) and Sean Kelly (3309)

Activity/Event Date(s): Fall, 2012

Date Funding Needed By: August, 2012

***Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2012 and for Spring Requests early January 2013.*

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

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

Previously Funded: YES XNO Yes, Request # _____

*If previously funded, please attach copy of IRA Report

Does your proposal require IRB (Institutional Review Board) approval: Yes XNo

Assessment submitted for previously Funded Activity: YES XNO

Academic Program or Center Name and Budget Code: Lib 840

Date of Submission: 3/30/12

Amount Requested: \$3,000.00
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 25

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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-For a large event, consultation with the events coordinator is recommended.

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.

This IRA Grant Application is submitted to support UNIV 198, "Inside the Black Box: Political Science and the Use of Archival Materials," a course co-taught by Prof. Sean Kelly, Political Science, and Matthew Cook, Librarian. This offering was awarded a grant from the Stepladder Program for Interdisciplinary Research and Learning (SPIRaL). We intend to use awarded IRA dollars for field trips in support of our curricular aims.

We intend to visit two cultural institutions; the Ronald Reagan Presidential Library in Simi Valley and the Californiana Collection at the County of Los Angeles Public Library. These field trips represent an opportunity for our students to both understand the complexity of preserving, describing, displaying, and serving archival collections as well as explore the rich political history collected by two nearby institutions.

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.

This course focuses on the intersection of archival practice and political science research. Students will gain hands-on experience working with a political papers collection. They will learn simultaneously about the arrangement and preservation of these resources (archival practice) and gain insight into the substance of the papers, that is, what these collections tell us about the politics of the US Congress (political science research).

The field trip or site visit will be an integral component to the curricular aims of the class. It is important that students engage other collections and repositories, not only to understand archival practices and standards, but also to begin exploring the relationship between political science research and the cultural institutions that hold the raw data. Students are expected to understand how theory-based decisions about the organization and description of a collection affect how researchers use these collections. They are also expected to understand and complete basic archival activities including organization, preservation, description, and access of primary collections.

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.**

Kelly and Cook will assign students to prepare and submit an observation study to inform their work with our own archival holdings. Additionally, we will require all students to incorporate components of information learned during the visit in their final paper.

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

All requested funds are dedicated to travel expenses transporting students and faculty to and from campus and our **two sites**. Roadrunner estimates that a 30 passenger bus for a ten hour day is \$1,500.00

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

The course is inter-disciplinary and, as such, is funded in part by a grant from the Stepladder Program for Interdisciplinary Research and Learning (SPIRaL). These funds are dedicated to material supplies to rehouse the Congressman Harold T. "Bizz" Johnson collection, an unprocessed, newly donated collection of papers housed in the Archives of the John Spoor Broome Library.

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

Signatures and Dates _____

Sean Kelly

Scott Frisch

Karen Carey

City Channel

March 29, 2012

Date

3/29/12

Date

4/2/12

Date

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ACTIVITY BUDGET FOR **2012-2013**

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	<u>\$3,000.00</u>
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>\$3,000.00</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)	_____
 Total Revenue	 _____

E. **Total Requested from IRA** \$3,000.00