



<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): **Dr. Nitika Parmar/805-437-8873**

Activity/Event Date(s): **2012 SACNAS National Conference/October 11-14, 2012**

Date Funding Needed By: **June 15, 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:**

- |   |   |
|---|---|
| <input type="checkbox"/> Equipment Purchase     | <input type="checkbox"/> <b>Field Trip</b>  |
| <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 # **463**

**\*If previously funded, please attach copy of IRA Report (report will be complete by May 2012 when students have attended all the field trips)**

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

Assessment submitted for previously Funded Activity: YES NO **(assessment will be complete by May 2012 when students have attended all the field trips)**

Academic Program or Center Name and Budget Code: **Biology, 720**

Date of Submission: **March 27, 2012**

Amount Requested: **\$2080**  
(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**-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.

Funds are being requested for student travel to the **2012 SACNAS National Conference** being held in Seattle, WA from October 11-14, 2012.

Two students will be presenting their work in the form of individual posters. These students have been working on their respective projects for the past 8 months and have generated sufficient 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 currently enrolled in UNIV498 (Faculty-Student Collaborative Research) with me and will continue conducting research in the summer as well as the fall semester (2012) and will continue generating data. 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 this conference 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 this conference, how they established networks and finally how such activities will help them in their future careers.

4. **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:**

**2012 SACNAS National Conference, Seattle, WA (October 11-14, 2012):** Two students will be attending this meeting and presenting their research findings.

Student registration fees: \$425 per student (total \$425 x 2 = \$850)

Student membership fee: \$15 per student (total \$15 x 2 = \$30)

Airfare from LAX to Seattle, UT: \$300 (total \$300 x 2 = \$600)

Accommodations, **students will be sharing a room** (3 nights, \$150 x3): \$450

Airport transfers: \$150 (for two students combined)

TOTAL COSTS for 2 students = **\$2080**

**Note:** Funds are not being requested for food (\$100), travel insurance (\$20) and poster printing (\$25). These costs will be borne by the students themselves.

Out-of-pocket costs for students: \$145 x 2 = \$290

**Total IRA funds request = \$2080**

**Total out-of-pocket costs = \$290**

**COMBINED OVERALL COSTS: \$2080 + \$290=\$2370**

5. **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.

Signa

Nitika Parmar

*u*

3/26/12

Proje

Amy Denton

Date

3/28/12

Progr

Karen Carey

Date

3/28/12

Acac

Date

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**ACTIVITY BUDGET FOR 2012-2013**

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                      **\$2370 (details provided above)**

2. Revenue

- A. Course Fees \_\_\_\_\_
- B. Ticket Sales \_\_\_\_\_
- C. Out of Pocket Student Fees  
(exclusive of course fees)                      **\$290 (details provided above)**
- D. Additional Sources of  
funding  
(Please specify  
And indicate source) \_\_\_\_\_

Total Revenue                      \_\_\_\_\_

**Total Requested from IRA                      \$2080 (details provided above)**

E.

[CREATE ACCOUNT](#)[LOG IN](#)[SEARCH](#)

## 2012 SACNAS National Conference

You must [log-in \(/user?destination=civicrm%2Fevent%2Finfo%3Freset%3D1%26id%3D42\)](#) or [register for a website account \(/user/register\)](#) before you may continue.

[\(/civicrm/event/info?q=civicrm/event/info&id=42&snippet=2\)](#)

The 2012 SACNAS National Conference "Science, Technology, and Diversity for a Healthy World" will take place in Seattle, Washington.

2012 SACNAS National Conference

Join over 3,500 attendees for four days of scientific research presentations, professional development, networking, exhibits, culture, and community. One of the largest annual gatherings of minority scientists in the country, the interdisciplinary, inclusive, and interactive SACNAS National Conference motivates and inspires.

### Conference Sessions

Professional development, leadership, special event, and scientific symposia session proposals are currently being sought.

- **Session submissions deadline** (<http://sacnas.org/events/national-conf/proposals>): March 30

### Research Presentations

Undergrad & grad students and postdocs are invited to submit an abstract for a chance to present their research at the conference.

- **Spring submissions** (<http://sacnas.org/events/national-conf/student-postdoc-research-presentations>): March 29 - April 26
- **Summer submission** (summer program participants only): TBD

### Travel Scholarships (assistance provided to attend conference)

Undergrad, postbac, & grad students and postdocs are invited to apply for travel and/or lodging support for the conference.

- **Spring applications** (<http://sacnas.org/events/national-conf/travel-scholarships>): March 29 - April 26
- **Summer applications** (summer program participants only): TBD

### Conference Registration

- **Preconference registration**: April 30-September 12

### Exhibit Booth Reservations

- **Booth reservations**: April 30-September 12

### Conference Platinum Sponsors

- University of Washington
- Fred Hutchinson Cancer Research Center

### Conference Bronze Sponsor

- Marguerite Casey Foundation

#### LOCATION

800 Convention Place  
Washington State Convention & Trade Center  
Seattle, WA 98101-2350  
United States

#### WHEN

October 11th, 2012 7:00 AM through October 14th,  
2012 12:00 PM



(<https://sacnas.org/civicrm/event/ical?reset=1&id=42>)



(<https://sacnas.org/civicrm/event/ical?reset=1&page=1&id=42>)

#### CONTACT

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Email: [info@sacnas.org](mailto:info@sacnas.org) (<mailto:info@sacnas.org>)