



<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): Pilar Pacheco/8851

Activity/Event Date(s): AY 2012-2013

Date Funding Needed By: September

*\*\*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"/> 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: XYES NO Yes, Request # \_\_\_\_\_

\*If previously funded, please attach copy of IRA Report

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

Assessment submitted for previously Funded Activity: X YES NO

Academic Program or Center Name and Budget Code: Center for Community Engagement/824

Date of Submission: April 2, 2012

Amount Requested: \$4500  
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 45

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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.

Many faculty teach courses with an integrated service learning component. Service learning often involves a community agency or organization serving children and youth with educational support and mentoring. The majority of these agencies require all volunteers to be fingerprinted through LiveScan. Fingerprinting volunteers and service learners has also been recognized as a model practice to provide for the safety and well being of children and youth and vulnerable population. LiveScans are available on the CI campus, through Campus Police, but at the cost of \$20 for the initial fingerprint and an additional charge of \$32 to \$100 depending upon the purpose of the LiveScan. For service learning students, conducting a LiveScan amounts to an out of pocket cost of between \$52 and \$120. This cost prohibits many students from participating in the full educational experience offered through their course. In addition, the only acceptable forms of payment Campus Police accept are MasterCard, Visa or Debit cards. Many CSUCI students are not in possession of these forms of payment and have to rely on their parents to supply this financial support. The IRA request for Service Learning LiveScan Support would provide full funding for students during the 2012-13 academic year. This service will be made available to all SL students who chose a community partner where Live Scan is a requirement, prior to their service. Therefore, students will be able to self-select to use or not use Live Scan resources.

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.

CI currently offers 20 plus courses a semester that have a service learning component. They include courses from the following programs: Chicana/o Studies, Liberal Studies, Education, English, ESRM, Sophomore Seminar, Sociology, Liberal Studies, Early Childhood Studies, Spanish, and Communication.

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.**

The Service learning LiveScan Support request will be assessed in two manners: Utilization and Impact. First, a utilization record will be maintained of the total number of courses and students who utilize LiveScan to enable students to

participate in service learning activities. Secondly, records will be maintained of surveys regarding the impact of the service learners on the community that has been enabled through the Service Learning LiveScan Support. An evaluation of the program's success will be compiled through examination of the Utilization Report and the Impact Study.

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)
5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.
7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Pilar Pacheco

4/2/12  
Date

Renny Christopher

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

\_\_\_\_\_

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)	<u>\$4500 (Livescan fingerprinting services)</u>

TOTAL Expenses	<u>\$4500</u>
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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	_____
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<b>E. Total Requested from IRA</b>	<u>\$4500</u>
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