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):
Activity/Event Date(s): October 11, 2012
Date Funding Needed By: September 1, 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	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   X NO   Yes, Request # _____
*If previously funded, please attach copy of IRA Report

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

Assessment submitted for previously Funded Activity: YES   X NO

Academic Program or Center Name and Budget Code: History 740

Date of Submission: March 29, 2012

Amount Requested: $2900
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 200-400

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.

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 History program and the John Spoor Broome Library are co-sponsoring the traveling exhibit "Lincoln: The Constitution and the Civil War" offered through the National Endowment for the Humanities, the National Constitution Center, and the American Library Association. This exhibit will travel around the nation over a two year period and CI has been selected as a host site for a period of 6 weeks in Fall 2012. The exhibit will be open to all CI students, faculty, staff, and the community of Ventura County.

   There will be an opening reception for the exhibit and we would like to feature a civil war scholar from an outside institution to speak at the opening. This exhibit will allow the campus community the opportunity to dig into our nation's history and explore some of the paramount events that have shaped our nation. The exhibit and guest speaker will foster critical thought and encourage the students and community to explore the presidency of Abraham Lincoln and the crises he faced as he tried to save a nation while upholding the Constitution. The topics addressed in this exhibit including, but not limited to, the secession of the Southern states, slavery, and wartime civil liberties, although historical are also interdisciplinary in nature. This exhibit will benefit students from history, political science, sociology, education, business, etc.

   Because of the large-scale nature of this exhibit, we would like to sponsor a second talk, either in conjunction with the closing of the exhibit or timed during the exhibit itself.

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 exhibit, speaker, and associated activities is related to a variety of courses. This event will be announced through flyers, the library website, CSUCI event calendar, the American Library Association website, and the Ventura County Star events calendar. Courses taught in F'12 that will benefit:
   History 212
   History 270
   History 271
   History 275
   Bus/Econ/Hist 349
   Sociology 360
   Political Science 150
   Political Science 306
   Political Science 314

Political Science 401

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.**

As a host site for "Lincoln: The Constitution and the Civil War" we are required to submit a final report to the American Library Association and the National Endowment for the Humanities outlining exhibition attendance, programs held during the 6-week period, K-12 involvement, additional funding, and publicity. Students attending the opening reception as part of their course will also be asked to fill out a survey evaluating the presentation.

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

Speaker stipends: $1,750

Speaker travel: $1,150

Total Request $2900*

*Please see attached budget for details.

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

The Library and History program will cover advertising, set-up, and associated costs for the event through a small exhibit-related grant from the National Endowment for the Humanities.

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

Jim Meriwether

Jim Meriwether

Karen Carey

3/29/12
Date

3/29/12
Date

4/3/12
Date

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ACTIVITY BUDGET FOR **2012-2013**

1. Operating Expense Budget

   A. Supplies _____

   B. Vendor Printing _____

   C. In-State Travel _____$150_____

   D. Out-of-State Travel _____$1,000_____

   E. Equipment Rental _____

   F. Equipment Purchase _____

   G. Contracts/Independent Contractors_____

   H. Honorarium _____$750 + $1000 = $1750_____

   I. OPC Chargeback _____

   J. Copier Chargeback _____

   K. Other (Please Specify) _____

   TOTAL Expenses _____$2900_____

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** _____$2900_____