



<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: Field trip to Santa Cruz Island for UNIV 498 students

Project Sponsor/Staff (Name/Phone): **Jennifer Perry/ext. 3694**

Activity/Event Date(s): **April 19-21, 2013** (tentative date – subject to change depending on boat schedule and other factors)

Date Funding Needed By: **January 2013**

***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 checked="" 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: YES 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: YES NO

Academic Program or Center Name and Budget Code: **Anthropology, 766**

Date of Submission: **October 31, 2012**

Amount Requested: **\$840.25**

(Should match item 2. E. on page 4)

Estimated Number of Students Participating: **6**

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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.

As part of UNIV 498, we will be analyzing archaeological collections from a Chumash site on Santa Cruz Island that I excavated a few years ago. Through this collection and other examples, students will be exposed to most of the major steps in the archaeological research process, from research design to interpretations. The field trip will involve traveling to and experiencing the environmental context of this site, which will have direct relevance to student interpretations of the site's function. Furthermore, the fieldwork has a service-learning component, as we will work with the Nature Conservancy to undertake fieldwork to assist their stewardship of archaeological sites on the island.

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 field trip and the fieldwork are associated with UNIV 498.

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 discussed in the activity description, students will be required to interpret the archaeological collections that they will be analyzing throughout the semester. The field trip to Santa Cruz Island will be incorporated into their interpretations and assessed in the form of written reports and PowerPoint presentations.

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

Boat transportation: Island Packers provides boat transportation to Santa Cruz Island from both Ventura and Channel Islands harbors. A maximum of 6 students and 1 faculty member will participate in the field trip. The total estimated cost is \$525 (\$75 per person for overnight stay).

On-island transportation between dock and research station: \$12.25 round-trip per person. The total estimated cost is \$85.75.

Lodging: students and faculty members will reside at the UC Santa Cruz Island Research Station for two nights. The cost is \$15.30 per night per student and

\$22.95 per night for the faculty member (non-UC rates). The total estimated lodging cost is \$229.50.

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

No other support has been requested at this time.

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

Signatures and Dates

Jennifer Perry

10/30/12

Date

Daniel Lee

10/30/12

Date

←

Karen Carey

10/31/12

Date

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ACTIVITY BUDGET FOR 2012-2013

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	<u>Boat transportation: \$75/person</u> <u>On-island transportation: \$12.25/person;</u> <u>7 people total (6 students and 1 faculty)</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)	Lodging at UC Reserve Research Station, 2 nights on Santa Cruz Island; \$15.30/night for students; \$22.95/night for faculty members lodging subtotal: \$229.50
TOTAL Expenses	<u>\$840.25</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	<u>\$840.25</u>