



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

**Application**  
**Instructionally Related Activities Funds Request**  
**2013-2014 Academic Year**

**DEADLINES: Application Submitted to AVP:**  
**Fall and Academic Year 2013-14: 03/01/13**  
**Spring 2014 deadline: 10/01/13**

**Submittal Process:** Applications must first be signed by your program chair and then submitted to the appropriate AVP for approval. AVP's will next forward application to the IRA Coordinator for review. If there are questions or concerns, you may be asked for revisions or additional information. The IRA Coordinator will then forward applications to the IRA Committee for consideration.

**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.

**Duplicate requests-** if Sponsor is submitting multiple proposals for recurring events involving speakers, musicians, etc., please combine your requests into one proposal.

**Activity Title:** SPIRaL 198 Travel

Project Sponsor/Staff (Name/Phone): Matt Cook / 437 3653

Activity/Event Date(s): Fall, 2013

Date Funding Needed By: July 1, 2013

*\*\*Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2013 and for Spring Requests early January 2014.*

Previously Funded?  YES  NO If Yes, what Semester/Year?  
 Proposal(s) # \_\_\_\_\_

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

Report submitted for previously Funded Activity?:  YES  NO

Academic Program or Center Name: Library

Estimated total Course Fee revenue:

Amount Requested from IRA: 3,000 (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 25

## Conditions and Considerations

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

**Artist/Performer/Speaker Fees & Honoraria**- On the Activity Budget, please indicate whether the vendor's price was set by you / CI representative, or is a fee that was set by the vendor themselves.

**Large Event**- For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

**Equipment Purchase**- If requesting large equipment purchase -over \$200, or will be a fixture installed on campus- Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

**Field Trip**- Sponsor must comply with all policies found at <http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

**Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval.** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects – from simple surveys to complex biomedical procedures – must be reviewed and approved by the IRB *prior* to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

**Exempt from IRB Approval** –If your project is exempt from IRB review, include copies of correspondence with IRB Board. 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.

**IT Requirements**- If your activity has IT requirements, your application requires proof of correspondence and approval from IT Administration.

**International Travel**- Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application.

**Risk Management Consultation**-Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. 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.

Other -

**Brief Activity Description**

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.

**Relation to IRA to Course Offerings**

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.

**Activity Assessment**

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.

**Activity Budget**

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

**Sources of Activity Support**

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

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unprocessed, newly donated collection of papers housed in the Archives of the John Spoor  
Broome Library.

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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.
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.
  - a. Please list all classes that directly relate to the proposed activity.
  - b. For each class listed in #2a, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent.
3. **Learning Outcomes.** List all expected learning outcomes, as connected specifically with each course listed in #2.
4. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note that a report will be due at the end of the semester.**
5. **Activity Budget.** Please enclose a complete detailed budget of the entire activity. **Bold** specific items that you are requesting IRA to fund (Page 6).
6. **International Trips.** If your event is an international trip submitted through the Center for International Affairs, you must include a copy of the program budget as submitted to CIA (to ensure congruency between the two budgets), as well as a copy of the course syllabus.
7. **Sources of Activity Support.** Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity.
8. **Audience/ Marketing/Promotions.** Who is your intended target audience? How will your event be advertised to students?
9. **Sustainability.** If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.
10. **Images.** For previously funded IRA activities, include copies of images from past IRA activity or activities, demonstrating student participation and levels of students served.
11. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations herein.

Signatures and Dates

Sean Kelly  
MATT COOK

2/20/13

\_\_\_\_\_  
Date

Stephen Stratton

2/20/13

\_\_\_\_\_  
Date

AMY WALLACE

\_\_\_\_\_  
Date

Attach a copy of the completed IRA Excel Budget sheet after this page.

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

# IRA Travel Activity Budget 2013-2014



INSTRUCTIONALLY  
RELATED  
ACTIVITIES  
CHANNEL  
ISLANDS

		25 Number of Students Participating			
		2 Number of Faculty			
I	Students traveling expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			0	
	Ground Transportation			0	
	Hotel Accommodations			0	
	Registration Fees			0	
	Entrance Fees			0	
	Meals			0	
	Cultural Activities			0	
	Vehicle/Van Rental	3000		3000	
	Other:			0	
	<b>STUDENT TRAVEL TOTALS</b>	3000		3000	
II	Faculty Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			0	
	Ground Transportation			0	
	Hotel Accommodations			0	
	Registration Fees			0	
	Entrance Fees			0	
	Meals			0	
	Cultural Activities			0	
	Other:			0 **	
	<b>FACULTY TRAVEL TOTALS</b>	0		0	
III	Operating Expense Budget	Cost	Comments/Additional Notes: Please be Specific		
	Supplies				
	Other:				
	Other:		**		
	<b>OPERATING EXP. TOTALS</b>	0			
IV	Out of Pocket Student Expenses	Cost/ea	Comments/Additional Notes: Please be Specific		
	Health Insurance		Not funded by IRA or the University		
	Tuition/Registration		Not funded by IRA or the University		
	Travel Insurance		Not funded by IRA		
	Out of Pocket Meals		Not funded by IRA or the University		
	Other:		Not funded by IRA or the University		
	<b>STUDENT EXP. TOTALS</b>	0			
V. Total costs of the trip- Please Note that Formulas Calculate Automatically					
	Total Student Traveling Expenses			3000	
	Faculty Travel Expenses, if funded at 100%			0	
	Operating Expenses, if funded at 100%			0	
	<b>TOTAL IRA FUNDING REQUESTED</b>			<b>3000</b>	
	Out of Pocket Student Expenses			0	Not funded by the University
	<b>UNIV 391/392 &amp; International Trips only</b>				
	<b>Maximum IRA student funding @ 2/3rd of student total cost</b>			<b>2010</b>	
	1/3 of total cost payable by students through course fee			990	
	<b>TOTAL IRA FUNDING REQUESTED FOR INT'L TRIPS</b>			<b>2010</b>	
	Out of Pocket Student Expenses			0	Not funded by the University