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 be 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: RE:Search - Discipline-Specific Tutorials

Project Sponsor/Staff (Name/Phone): **Matt Cook & Christina Smith**

Activity/Event Date(s): **Fall Semester 2013**

Date Funding Needed By: **August 15, 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 & Communication**

Estimated total Course Fee revenue: **$0**

Amount Requested from IRA: **3,400** (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: **50**

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 -

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 <u>directly</u> 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

Matt Cook   2/21/13

Christina Smith   3 _____
                                                    Date

Terry Ballman   2/20/13 _____
                                                    Date

Amy Wallace   2-20-13 _____
                                                    Date

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

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Activity Title: RE:Search: Discipline-specific tutorials on the research process

Project Sponsor/Staff: Matt Cook (x3653) and Christina Smith (x3762)

Activity/Event Date(s): Fall semester 2013

Academic Program or Center Name: Library and Communication

Brief Activity Description: The activity involves a two-step process whereby an online tutorial will be created to assist students in learning important steps in the research process. In particular, one interactive tutorial will be developed with the goal of helping students learn about how to conduct and write a literature review. The tutorial will provide a sample paper (with step-by-step instructions using screencasting technology) and an interactive feature involving librarian-facilitated assistance. Simultaneously, students in COMM 310: Communication Research Methods will learn the research process using the tutorial, permitting an opportunity to obtain student feedback on design, functionality and usability before more widespread implementation.

As part of the tutorial process, Librarians would investigate and measure student efficacy in creating a key component of the research process. For instance, an annotated bibliography assignment posted on Blackboard would serve as an opportunity for Communication and Librarian faculty to evaluate student research success in a low stakes environment. Pointers, tips, and advice in a one-on-one setting could be offered with an eye towards improving the final project and product.

If successful, a second tutorial could be created in the future to explain the required components of a methodology section (both quantitative and qualitative approaches) using student samples. Additionally, another tutorial could be created that helps students compile their research projects into a poster for presentation at conferences.

Relation of IRA to Course Offerings: In the short-term, the tutorials relate to COMM 310: Communication Research Methods and COMM 499: Capstone. In the future, other research methods courses can utilize the resource.

Learning Outcomes:
- To teach students the process of writing the literature review.
- To implement screencasting technology in order to emphasize the key components of a literature review, including its structure, format, and goals.
- To utilize interactive technology to assist students in finding applicable scholarly sources.
- To support GE goals 3.1, 3.2, and 3.3, on Information Literacy and Use of Information

Activity Assessment: Students in the Communication Research Methods course will be asked to utilize a draft of the tutorial for completion of their research projects. Based on student feedback about instructional materials, design and functionality, revisions will be implemented.

Activity Budget:

$200 for transcription of materials for accessibility
$3200.00 for student intern (20 hrs a week @ $10.00 per hour X 16 weeks = $3,200.00)

Audience: The intended audience in the short-term is two sections of Research Methods, as well as students completing the research project option in the Communication Capstone course. Long-term, the tutorial could become part of the library website, allowing widespread use by the entire student population.

IRA Activity Budget

Account	Operating Expenses	Amount
	A. Artist/ Performer/Speaker	
601801	Special Consultants (existing CI employee)	
613801	Professional Svcs/ Speaker Fees (Price set by vendor)	
613802	Honoraria (Price set by CI)	
613001	Other consultants/ staff	
	Other (Student Intern for instructional design assistance)	3200
	Artist/Performer/Speaker/Consultant TOTALS	3200
	B.. Supplies & Services- Other	
660831	Copier Chargeback	
660002	Printing (Not Promotional)	
660833	Promotional Items	
660017	Publications	
660890	Registration- Conferences & Meetings	
660009	Workshops with a Training Component	
	Equipment Rental or Purchase	
660090	Event Signage (wayfinding on day of event)	
660835	Event or Parking-related Staffing	
660003	Supplies & Services- Other (Transcription for accessibility)	200
660003	Supplies & Services- Other	
	E. Other (please specify)	
	Supplies & Services- Other TOTALS	200
	TOTAL EXPENSES	3400

	2. Revenue	Amount
	A. Course Fees	
	B. Ticket Sales	
	C. Additional Sources of Funding	
	TOTAL REVENUE	0
	E. TOTAL REQUESTED FROM IRA	3400

Other Expenses

Account		Amount
660832	OPC Chargebacks & Facility Use Fees	
	Other	
	Parking (please describe)	
660017	Advertising & Promotions	
	TOTAL OF OTHER EXPENSES	0