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: Library Media Equipment for Students

Project Sponsor/Staff (Name/Phone): **Debra Hoffmann**
Head of Public Services & Outreach Broome Library
805.437.2701

Activity/Event Date(s): **SPRING 2014** Click here to enter a date.

Date Funding Needed By: **SPRING 2014**

**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 by IRA? ☐ YES **X**☐ NO   If Yes, what Semester/Year?
Proposal(s) # _____ (if known)

Report submitted for previously Funded Activity?: ☐ YES **X**☐ NO

*Please attach copy of previous IRA Report

Academic Program or Center Name: L i B R A R y

Estimated total Course Fee revenue:

$19,472.00
Amount Requested from IRA: 19,47 **(Should match "Total Requested from IRA" on Page 5)**

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Estimated Number of Students Participating:

Conditions and Considerations Checklist

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.

X☐ **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. <u>In addition, all other purchases must follow Procurement Guidelines.</u>

☐ **Field Trip-** Sponsor must comply with all policies found at <u>http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.htm</u>. 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. <u>Include copy of CIA budget and course syllabus in your IRA application.</u>

☐ **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.

Instructions and Requirements – Written Portion

Please provide the following in your application:

1. **Brief Activity Description.**

   The library is requesting funding to replace outdated media equipment used by students for courses. The media items being requested are used by students for media projects in their courses (in such programs as EDUC, COMM, SPAN, among others) or for use in the library to access media content. The library believes that the purchase and circulation of digital photographic, video and sound recording equipment is a student-centered project and a strong candidate for IRA Funds.

   The digital equipment cost estimates were provided by the library's digital circulation staff. The library always works with IT to purchase digital equipment with existing vendors and to insure quality products and reasonable prices.

2. **Relation to IRA to Course Offerings.**

   The library is requesting the following media equipment to be used by students:

   (16) Nikon cameras

   Justification: The cameras we have for student use are over 5 years old (we ordered them in 2007). The new model, **d5200**, has 4x the resolution and adds high definition video with audio input, often required by students using this equipment. This dual use camera will keep up with needs for both still images and video, making it twice as useful as the cameras being replaced. Programs that use these cameras with their students include Education, Communication, Spanish, Art and ESRM.
   http://www.bhphotovideo.com/c/product/910173-REG/nikon_13216_d5200_digital_slr_camera.html

   (16) Tripods
   Justification: The current collection of tripods are over 7 years old and are falling apart. Students from programs such as Education and Communication (among others) use the tripods for filming student teachers in the classrooms as well as for presentations.

http://www.bhphotovideo.com/c/product/755424-REG/Manfrotto_MKC3_H01_Compact_Photo_Movie_Kit_with.html

(22) Headphones
Justification: We need to increase the number of headphones we circulate to keep up with the increase in student FTEs. Students check out headphones for use in the library so that they can listen to digital content on the computers without disturbing others.
http://www.bhphotovideo.com/c/product/757688-REG/Sony_MDRZX300_BLK_MDR_ZX300_Stereo_Headphones_Black.html

(4) Projectors
(4) Cases to carry projectors
Justification: Since 2008, the library has circulated projectors to be used by students for class presentations and for student club activities. Currently, the library does not have enough projectors to keep up with student demand.
Projector: http://www.bhphotovideo.com/c/product/910775-REG/viewsonic_pjd5533w_wxga_dlp_projector_2800.html
Case: http://www.bhphotovideo.com/c/product/799963-REG/Viewsonic_PJ_CASE_002_Soft_Case.html

3. **Learning Outcomes.** N/A

4. **Activity Assessment.** N/A

5. **Activity Budget.** The library is requesting **$19,472** for equipment. Please see attached budget

6. **International Trips.** N/A

7. **Sources of Activity Support.** N/A

8. **Audience/ Marketing/Promotions.** This equipment is intended for use by students. The equipment will be accessible in the library as well as from the library website.

9. **Sustainability.** In offering media for student use, the library seeks to enhance and augment the student learning experience.

10. **Images.** N/A

11. **Acknowledgment** N/A

IRA Proposal # _____

Signatures and Dates (REQUIRED)

TOTAL BUDGET REQUEST: $19,472

(16) Nikon cameras @$996 each   Total: $15,936

Justification: The cameras we have for student use are over 5 years old (we ordered them in 2007). The new model, **d5200**, has 4x the resolution and adds high definition video with audio input, often required by students using this equipment. This dual use camera will keep up with needs for both still images and video, making it twice as useful as the cameras being replaced. Programs that use these cameras with their students include Education, Communication, Spanish, Art and ESRM.   http://www.bhphotovideo.com/c/product/910173-REG/nikon_13216_d5200_digital_slr_camera.html

(16) Tripods @$60 each Total: $960
Justification: The current collection of tripods are over 7 years old and are falling apart. Students from programs such as Education and Communication (among others) use the tripods for filming student teachers in the classrooms as well as for presentations. http://www.bhphotovideo.com/c/product/755424-REG/Manfrotto_MKC3_H01_Compact_Photo_Movie_Kit_with.html

(22) Headphones @ $20 each Total: $440
Justification: We need to increase the number of headphones we circulate to keep up with the increase in student FTEs. Students check out headphones for use in the library so that they can listen to digital content on the computers without disturbing others. http://www.bhphotovideo.com/c/product/757688-REG/Sony_MDRZX300_BLK_MDR_ZX300_Stereo_Headphones_Black.html

(4) Projectors @ $512 each Total: $2048
(4) Cases to carry projectors @$22 Total: $88
Justification: Since 2008, the library has circulated projectors to be used by students for class presentations and for student club activities. Currently, the library does not have enough projectors to keep up with student demand. Projector: http://www.bhphotovideo.com/c/product/910775-REG/viewsonic_pjd5533w_wxga_dlp_projector_2800.html
Case: http://www.bhphotovideo.com/c/product/799963-REG/Viewsonic_PJ_CASE_002_Soft_Case.html