

# Materials, Services, Facilities and Technology Fee Fiscal Year 2019-2020 Budget Request Form

**DUE: Friday, January 25th, 2019**

If you have questions about this form, please contact David Daniels at [david.daniels@csuci.edu](mailto:david.daniels@csuci.edu)

For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Anthropology Life History Laboratory Computers and Interview Equipment

### Requestor

Jaime Matera Sabbagh

### Requestor Phone Number

8054373363

### Requestor Email

jaime.matera@csuci.edu

### Staff Support Member for Activity

Alex Padilla

### Staff Support Member Email

jaime.matera@csuci.edu

### Amount of MSFT Funding Requested

5874.01

### Date Funding Needed By

2019-03-01

### Are you a member of the Division of Student Affairs?

- No  
 Yes

### Please select your AVP/Dean

Kohli, Vandana - Dean of Arts & Sciences

Require\_DSA\_AVP\_Review

### Will you receive funds from any other source(s)?

- No  
 Yes

### Has this project or activity previously received MSFT funding?

- No  
 Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

**1. Brief Project Description**

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

**2. Project/Activity Budget**

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

**3. Project Assessment**

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

**4. Sources of Project Support**

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

**Brief Project Description**

Funds from this proposal will be used to purchase two computers and associated software and hardware, and recording and transcription equipment for the Anthropology Life History Laboratory. This equipment will be used by students to record, transcribe, and analyze life history interviews with diverse community members, as well as be used for various group project interviews. These activities are integral components of several courses including Qualitative Research Methods (ANTH 375) and Oral History and the Community (ANTH 327).

During past semesters students have conducted life history interviews with a number of interesting community members including a WWII veteran who was part of the Tuskegee Airmen, Emeritus Professors, National Park employees, and army medics once stationed at the Channel Islands. Some of these important interviews have unfortunately been lost as students have had limited ability to access computers and software that allow them to professionally transcribe and analyze interviews. In addition, we've lacked a central location in which to store and catalogue these important interviews and documents. The requested equipment will ensure that students have the needed access that allows them to succeed in their courses, and that we have a central location for them to work and store information.

All equipment will be purchased and installed as soon as funds are allocated. The goal is to have them available for students by mid-March 2019 as interviews normally take place during the second half of each semester.

**Brief Project Description Additional Documents**

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## Project/Activity Budget

Item	# Requested	Price/Unit	Total Cost
1. iMac 27-inch computer	2	\$1,799.00	\$3,598.00
2. WB 3TB External Hard Drive	4	\$94.99	\$379.96
3. Express Scribe software	2	\$80.00	\$160.00
4. AltoEdge USB Foot Pedal	2	\$125.00	\$250.00
5. TASCAM DR-40 digital recorder	6	\$174.74	\$1,048.44
6. Recorder case	6	\$10.88	\$65.28
7. Mini-tripod	6	\$12.99	\$77.94
8. 64GB memory cards	6	\$16.46	\$98.76
9. Aluminum Headsets	2	\$34.95	\$69.90
10. Rechargeable Battery packs	3	\$33.58	\$100.74
11. Battery Charger	1	\$24.99	\$24.99
Total Request			\$5,874.01

All requested material is needed for successful completion of course requirements. For example, memory cards are needed for the TASCAM digital recorders, foot pedals and headsets are essential transcription hardware, and external hard drives will hold back up copies of recorded interviews. If not funded fully, the following items will be removed from the list in this order: tripods, headsets, cases.

## Project/Activity Budget Additional Documents

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### Project Assessment

The effectiveness of these materials will be reflected in:

- 1) the ability of students to successfully complete specific components of the course learning objectives, including conducting and analyzing life history interviews.
- 2) the future creation of a repository of life history interviews conducted by students.
- 3) expanded community outreach

To acknowledge the use of student funds, acknowledgement will be included in the course syllabus and notes posted in the laboratory.

## Project Assessment Additional Documents

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### Sources of Project Support

No other sources of funding have been received or applied for.

## Sources of Project Support Additional Documents

### Accounting String to Fund Any Overage Above MSFT Award

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### Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If

support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases, transfers of funds, and all transactions related to approved projects

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Jaime Matera Sabbagh Jan 23 2019

#### ▼ AVP/Dean Review

- I recommend approval of the MSFT Funds Request described on this page
- I DO NOT recommend approval of the MSFT Funds Request described on this page

Comments

 Vandana Kohli Jan 23 2019