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

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year
DEADLINE: Fall and Academic Year 3/31/10
Spring TBD

Applications must first be sent to the appropriate program chair. Chairs will the 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:
Project Sponsor/Staff (Name/Phone):

Amy Wallace
Dean of the Library
805.437.8911

Activity/Event Date(s): November 2011

Date Funding Needed By: May 2011

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

☐ Equipment Purchase ☐ Field Trip
☐ Event ☐ Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter
☐ IT Requirements ☐ Risk Management Consultation
☐ International Travel ☐ Late Submission
☐ Space/OPC Requirements
☐ Infrastructure/Remodel
X Other

Previously Funded: ☐ YES ☒ NO Yes, Request #

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: 840

Date of Submission: 11/01/10

Amount Requested: $7,500.00
(Should match item 2. E. on page 4)
Estimated Number of Students Participating:

**Application**

**Instructionally Related Activities Funds Request**

**2010-2011 Academic Year**

**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**: Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

**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.

   Students have expressed interest in expanding the library’s foreign language material collections via our student surveys and Library Student Advisory Committee, and even recommended specific titles, authors, and genres. Faculty members have also expressed interest in expanding this collection to give students more choice in accomplishing assignments. Most of the suggested books and materials have been Spanish Language titles, which can be hard to find and expensive in the United States. Therefore, many librarians travel to the Guadalajara International Book Fair (http://www.fil.com.mx/ingles/i_info/i_info_fil.asp) to obtain Spanish Language materials for their collections. This grant would fund the library’s Head of Collections to purchase Spanish Language books and materials at the Guadalajara International Book Fair. If approved the library would fund travel for the Head of Collections and Technical Services to attend the book fair, and to ship materials back to the United States.

   **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.

   Potentially any course requiring or encouraging use of Spanish language materials could benefit, but here are some in particular that could see a direct impact:

   SPAN 310: Introduction to Prose, Poetry, and Drama
   SPAN 311: Bilingual Literary Studies
   SPAN 320: Introduction to Spanish Translation
   SPAN 334: Spanish Language Drama & Theatre
   SPAN 415: Spanish Language & Diversity
   SPAN 420: Specialized Spanish Translation
   SPAN 460: Masterpieces of Spanish Literature
   SPAN 461: Masterpieces of Latin American Literature
   SPAN 462: Modern Mexican Literature
2. **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.**

The project would be successful if...
- a. The library was able to obtain all student recommendations for Spanish Language materials.
- b. The majority of funds were spent on materials that the library could not obtain in the United States.
- c. Checkout of Spanish Language increased over the next 3 years.

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

All $7,500.00 would be spent on Spanish Language materials for the library collection.

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

The library would support travel for its Head of Collections and Technical Services to attend the 2011 Guadalajara Book Fair. The library would support shipping costs to bring materials back from Guadalajara.

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**

Project Sponsor

Program Chair/Director

Dean of the Faculty

**Application**

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ACTIVITY BUDGET FOR 2010-2011

1. Operating Expense Budget

   A. Supplies  $7,500.00
   B. Vendor Printing
   C. In-State Travel
   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)

   TOTAL Expenses  $7,500.00

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  $7,500.00