



<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: Archaeological Fieldwork on Santa Rosa Is.

Project Sponsor/Staff (Name/Phone): Colleen Delaney; 805.233.2110

Activity/Event Date(s): one weekend, end September or beginning of October

Date Funding Needed By: June 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: Anthropology

Estimated total Course Fee revenue:

Amount Requested from IRA: 2,680.00 (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 18

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 -

Application
Instructionally Related Activities Funds Request
2013-2014 Academic Year

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 from two anthropology courses will participate in this fieldtrip: students from ANTH 377 (Archaeological Field and Laboratory Methods), and a proposed UNIV 498 course (pending). As a part of these courses, students undertake archaeological fieldwork to reconstruct human activities associated with coastal and marine resources, both in the past and present, and how the Chumash lived in prehistory. Travel to Santa Rosa Island will help students experience and better understand the challenges associated with travel within the coastal and marine environment, as well as the benefits and challenges associated with obtaining and managing coastal resources. Furthermore, the fieldwork has a service learning component, as we will partner with the National Park Service to inventory archaeological materials collected by the previous private landowners, and may also undertake archaeological fieldwork on the island.

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.

The fieldwork/fieldtrip is associated with UNIV 498 and ANTH 377

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.**

As a part of UNIV 498 students will be required to complete sites reports and research papers associated with their archaeological work on the mainland and Santa Rosa Island. Students will be expected to apply information learned and experienced on the fieldtrip to these assignments.

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

Boat Travel: Island Packers provides travel to Santa Rosa Island from Ventura harbor. The cost for the trip is \$104/person. An estimated 18 students and two faculty members will participate in the fieldtrip;

Lodging: students and faculty members will camp on the island. Cost is \$15/night, and we will stay for two nights. \$30 total per person

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

No other support has been requested at this time.

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

IRA Travel Activity Budget

2013-2014



INSTRUCTIONALLY
RELATED
ACTIVITIES
CHANNEL
ISLANDS

Activity Title: Archaeological Fieldwork on
Santa Rosa Island

Sponsor Name: Colleen Delaney

Number of Students Participating: 18

Number of Faculty: 2

I	Students traveling expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			0	
	Ground Transportation	104	18	1872	boat: Island Packers to Santa Rosa Island
	Hotel Accommodations	30	18	540	camping fee on Santa Rosa Island, \$15/night
	Registration Fees			0	
	Entrance Fees			0	
	Meals			0	
	Cultural Activities			0	
	Vehicle/Van Rental			0	
	Other:			0	
	STUDENT TRAVEL TOTALS	134		2412	
II	Faculty Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			0	
	Ground Transportation	104	2	208	boat: Island Packers to Santa Rosa Island
	Hotel Accommodations	30	2	60	camping fee on Santa Rosa Island, \$15/night
	Registration Fees			0	
	Entrance Fees			0	
	Meals			0	
	Cultural Activities			0	
	Other:			0	**
	FACULTY TRAVEL TOTALS	134		268	
III	Operating Expense Budget	Cost/ea	# Requested	Total	Comments/Additional Notes
	Supplies			0	
	Other:			0	
	Other:			0	
	OPERATING EXP. TOTALS	0		0	
IV	Out of Pocket Student Expenses	Cost/ea	# Requested	Total	Comments/Additional Notes
	Health Insurance			0	
	Tuition/Registration			0	
	Travel Insurance			0	
	Out of Pocket Meals			0	
	Other:			0	
	STUDENT EXP. TOTALS	0		0	
V. Total costs of the trip- Please Note that Formulas Calculate Automatically					
	Total Student Traveling Expenses			2412	
	Faculty Travel Expenses, if funded at 100%			268	
	Operating Expenses, if funded at 100%			0	
	TOTAL IRA FUNDING REQUESTED			2680	
	Out of Pocket Student Expenses			0	Not funded by the University
UNIV 391/392 & International Trips only					
	Maximum IRA student funding @ 2/3rd of student total cost			1616	
	1/3 of total cost payable by students through course fee			795.96	
	TOTAL IRA FUNDING REQUESTED FOR INT'L TRIPS			1884	
	Out of Pocket Student Expenses			0	Not funded by the University