

Research & Travel Application

Dear Applicant,

Associated Students Incorporated (ASI) and Instructionally Related Programs (IRP) supports the educational aspirations of CSUSB students. Increasingly students are seeking financial support for research and travel related to research, so the application process is becoming more and more competitive. We strongly encourage you to thoroughly read each page of the application. We appreciate your interest in funding and look forward to helping you achieve your academic goals.

The ASI grant review committee is made up of one faculty member from each college with one undergraduate student and one graduate student. The Undergraduate and Graduate Deans are ex-officio. The IRP grant review committee is made up of a faculty member from each college.

The Application is for funding for:

- Research for an independent study, academic course, or honor's project
- Presenting at a conference
- Attending a conference
- Study abroad

2009 – 2010 Application Deadlines:

Monday, October 12, 2009

Monday, November 9, 2009

Monday, January 25, 2010

Monday, February 22, 2010

Monday, April 19, 2010

Monday, May 17, 2010

Information for students applying for research and travel funds:

Associated Students Incorporated (ASI) and Instructionally Related Programs (IRP) has made funding available to support research and travel related to academic growth and development. Applicants must submit **an original and seven copies** of the entire application and supporting documentation, for a total of eight application packets.

- **This list reflects the criteria used by the committee to divide limited funding among large numbers of qualified student requests. If a student feels justified in requesting funds for expenses typically not funded by the committee, the student's argument for funding should be presented and defended in the proposal.**
- We assume that students plan to do the research and travel for which they are asking support whether they receive any help or not. We want to assist them as much as possible.
- Requests should be for research or travel related to an academic course, i.e., research for an independent study course, honor's project or thesis. Study Abroad is only considered when it is research related.
- There are no guarantees that any request or project will be funded, whether it has a history of previous support or not.
- **Funding has no limit to the number of requests submitted during an academic year.** The committee has a \$1,000 funding limit for each proposal, unless they unanimously agree to go over that limit.
- One application per person per course/conference or trip. If you worked on a project with another person you each must fill out a separate application.
- All applications must include a CSUSB faculty sponsor letter of recommendation. **Letter of recommendation must be on letterhead and signed by your faculty sponsor.**
- Applicant must be enrolled during the quarter in which they are applying for funding. Students must be enrolled in the course they are conducting research for at the time they submit an application.
- Applicant must be in good academic standing. Undergraduates must have at least a 2.0 gpa and Graduates must have at least a 3.0 gpa.

The application to be turned into the committee begins on page 1 (show on the bottom center of the page). The application is to remain in the page order listed below (and is currently in). Deviation from this format listed below makes the application incomplete and in turn will not be submitted to the committee for review. Any information required for the application not attached will make the application incomplete and will not be submitted to the committee for review.

Application check list:

Page 1	Student Application Cover Page (Must be signed by faculty sponsor)
Page 2	CSUSB Faculty Letter of Recommendation Cover Page
Page 3	CSUSB Faculty Member Letter of Recommendation (must be on letterhead and signed by faculty sponsor).
Page 4	Additional Funding Page (MUST be signed by faculty sponsor)
Page 5	Budget Page
Page 6-7	Grant Proposal (This section should be no more than two pages)
Page 8	Supporting Documentation (See Grant Proposal Guidelines)
Page 9	Report and all receipts (These will only be attached if completing the application for reimbursement)

RESEARCH AND TRAVEL FUND FUNDING PROCEDURES

Notification of your award amount will be indicated in a letter sent within **four** weeks following the application deadline.

Students who are awarded will need to fill out a Stipend Payment Request form and a W-9 form and/or Invoice, which will be mailed to you with your letter. Award checks (amount indicated in the letter) will then be prepared and available for pick-up three to five weeks following the return of these forms. You will be contacted by phone using the number indicated on the application to notify you when your check is available.

Students who have been approved for funding will receive funding in one of two ways:

1. Students requesting funding up front (prior to research or travel being completed) will receive an advance of no more than 70% of the total amount they have been awarded by the funding committee. **Upon completion of travel the student will have one month to submit receipts along with a one page follow-up report (guidelines for report included). Students conducting research will have six months to submit receipts and follow-up report.** Any funds over the 70% advance will be awarded to the student based on the receipt total and up to the total amount awarded by the committee.

2. If a student is requesting reimbursement for research or travel already completed, the student will need to submit with this application all receipts and a one page follow-up report (guidelines for report included). Student will then receive 100% of the total amount awarded by the committee. *Note: If the receipts and the report are not attached to this application, your application will not be reviewed by the committee until all items are turned in.*

THIS PAGE IS NOT PART OF THE APPLICATION

Deadline: _____

RESEARCH AND TRAVEL FUND
STUDENT APPLICATION COVER PAGE

Please type or print legibly.

Date _____ Coyote ID# _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ CSUSB E-Mail _____ @csusb.edu

Currently I am enrolled in (circle one): BA BS MA MS

Major and option _____

Overall GPA: _____

I am requesting (please check one) ___Advance Funds ___Reimbursement

Funds requested for:

___ Research for (class name & #) _____ Quarter Enrolled _____

___ Travel to present at a conference

___ Travel to attend a conference

___ Study Abroad

___ Other (explain briefly) _____

I understand that:

- It is not guaranteed that my project or request will be funded. _____ (initial)
- My application will not be submitted to the committee for review if it is not in the proper order. _____ (initial)
- Any information required for the application that is not attached will make my application incomplete and will not be submitted to the committee for review. _____ (initial)

Please have your CSUSB faculty sponsor sign below to indicate that they have read your application:

Faculty Sponsor Signature

Print Name

Department

**Return the original application and 7 copies of the entire application packet
(for a total of 8 sets) to the Graduate Studies Office AD-127.**

RESEARCH AND TRAVEL FUND
CSUSB FACULTY LETTER OF RECOMMENDATION COVER PAGE

Please type or print legibly.

Date _____

Name of CSUSB Faculty Sponsor _____

Name of Student Recommended _____

Funds requested for : _____ Research for (list course # & title) _____
 _____ Travel to present at a conference
 _____ Travel to attend a conference
 _____ Study Abroad
 _____ Other (explain briefly) _____

Faculty Sponsor:

Please write a letter explaining to the committee the need for support, the quality of the student's work, the significance of the project, how the project fits into the student's academic progress, and any other information about the student and this project that will be helpful to the committee in making its decision. The committee considers this an opportunity for the student to learn how to write a professional grant proposal. Please read the student's proposal carefully so that the student makes the best possible presentation.

Return your original letter signed and on letterhead to the student, with 7 copies, so that they can complete their application. *The letter will be inserted after this page and be considered as page 3.*

**RESEARCH AND TRAVEL FUND
ADDITIONAL FUNDING PAGE**
Please type or print legibly.

Students who are requesting ASI/IRP funding must inform the committee of any additional funding they are applying for or have received pertaining to this request. This page must be included and signed whether or not you are receiving additional funds.

Please list any additional funding/requests below:

	Entity Requested Funds From	Amount Requested	Amount Awarded
1.			
2.			
3.			
4.			
5.			
Total Amounts:			

**If you have not received notification on the amount you have been awarded - Please indicate "Under Review"*

*** If you have not applied for any additional funding (other than this request) - Please indicate "N/A" on the first line*

I certify that the above information is current and correct.

Student Signature

Date

Faculty Sponsor Signature

Date

RESEARCH AND TRAVEL FUND

**RESEARCH
SAMPLE BUDGET PAGE**

Please type

Research Budget page MUST INCLUDE

Course number and quarter enrolled for course

Copying Costs

100 pages x .04/page

\$4.00

Stamps (to mail questionnaires)

50 x \$0.42

\$21.00

Supplies

1. List supplies

\$\$.\$

2. List supplies

\$\$.\$

TOTAL REQUESTED

\$\$\$.\$

Research Funding Requests Criteria:

-Supplies and equipment items should be prioritized by ranking or numbering. The committee will consider your priorities in the event of partial funding. If using a vendor, list each vendor and catalog number for each item to be ordered.

-Requests for disposable supplies (chemicals, reagents) are favored over equipment requests.

-Any equipment purchased with the award funding must remain with the University.

-Travel by car is allotted \$0.55 per mile. Mileage is determined from the campus to the destination, unless the student lives closer to the destination. Each destination should be listed separately by name. A map showing the mileage must be attached.

-Bulk mailing (more than 200 of the same pieces) is encouraged when possible, and funding requests for 1st class postage must be justified.

-Reproduction costs are funded at \$0.04 per page

The committee will review this section to assess need. Applications without all necessary information attached will not be considered.

RESEARCH AND TRAVEL FUND

RESEARCH GRANT PROPOSAL GUIDELINES

This section should be no more than two TYPED pages.

I. Introduction of Project

- a. Summarize the purpose of your research

II. Personal Statement: Justifies why your project should be funded. Present your case clearly (avoid jargon) as members of the committee may not be familiar with your field of study.

- a. Purpose of the work (and/or hypothesis)
- b. Describe the importance and relevance of your project
- c. How will you benefit from this project?
- d. How does this project fit into your future academic plans?
- e. What will your department and school gain from your project?
- f. What is the project's relationship to your other professional/academic activities?

III. Materials and Methods (Explains the feasibility of your proposal and justifies the materials for which you have requested funding)

- a. Explain the activities to be conducted (methods and procedures)
- b. Explain how the activities you have designed will accomplish your objectives
- c. If relevant, explain how you will analyze your data

IV. Analysis of Outcome (Shows your abilities as an investigator and how well you plan your research)

- a. Describe how you will analyze your results
- b. What does it mean if you receive unexpected results?
- c. What does it mean if you receive the expected results?
- d. What future work will or can be done based upon your results (results expected and not expected)?

Supporting Documentation (MUST BE ATTACHED AT THE END OF APPLICATION)

Committee Approval

Studies involving human or animal subjects must have approval from the appropriate university committees and student must provide this documentation in the funding request in the form of an approval memo from the committee chair.

Animal Subjects

- a. Contact Klaus Brasch at (909) 537-5314, AD-150
- b. Animal House at (909) 537-5304, AD-026

Human Subjects

- a. Contact Michael Gillespie in Research and Sponsored Programs at (909) 537-5027, AD-128
- b. Survey

-A request that involves a survey should specify from where the subjects are being drawn and how subjects are being selected.

-Include the source of the survey instruments, and the student's right to use the instrument OR whether the instrument is public domain or being authored by the applicant.

-One copy of the survey should be attached to the original application ONLY.

RESEARCH AND TRAVEL FUND

TRAVEL TO PRESENT AT A CONFERENCE GRANT PROPOSAL GUIDELINES

This section should be no more than 2 TYPED pages.

I. Introduction of the Project

- a. Provide a brief description of your research.
- b. Summarize the purpose of your research, methods, employed, results obtained and significance of the work.

II. Personal Statement: Justifies why your request should be funded. Present your case clearly (avoid jargon) as members of the committee may not be familiar with your field of study.

- a. Purpose of the work (and/or hypotheses)
- b. Describe the importance and relevance of your project and presenting at this conference.
- c. How will you benefit from presenting your project at this conference?
- d. How does this project fit into your future academic plans?
- e. What will your department and school gain from your project?
- f. What is the project's relationship to your other professional/academic activities?

III. Methods

- a. Describe briefly, the activities conducted to obtain the results of your research

IV. Presentation of Results (Demonstrates how you intend to present your work at the conference)

- a. Clearly and simply explain the presentation of your research. Figures and graphs are allowed.
- b. If several authors are listed for a presentation, each author requesting funds should clearly describe what his or her participation will involve.

Supporting Documentation (MUST BE ATTACHED AT THE END OF APPLICATION)

Students must include a written confirmation of acceptance from the conference referees

- a. A confirmation/acceptance letter or
- b. A copy of the program with your name and presentation title

The greater the student's participation in the conference presentation, the more competitive the application will appear to the committee members. Thus, a first author will be given preference over a second author, etc., unless there is a good reason why this is not equitable.

RESEARCH AND TRAVEL FUND

TRAVEL TO ATTEND A CONFERENCE
SAMPLE BUDGET PAGE

Please type

Budget page MUST INCLUDE

Destination, dates, name of conference – attending

Registration Fee

\$\$.\$\$

TOTAL REQUESTED

\$\$\$.\$\$

Travel Funding Requests Criteria:

-Students attending a conference will only be funded the registration fees

The committee will review this section to assess need. Applications without all necessary information attached will not be considered.

RESEARCH AND TRAVEL FUND

TRAVEL TO ATTEND A CONFERENCE GRANT PROPOSAL GUIDELINES

This section should be no more than 2 TYPED pages.

Personal Statement :Justifies why your request should be funded. Present your case clearly (avoid jargon) as members of the committee may not be familiar with your field of study.

- a. Purpose of the conference (and/or hypothesis)
- b. How will you benefit from this conference?
- c. How does attending this conference fit into your future academic plans?
- d. What will your department and school gain from your attendance?
- e. What is the conference's relationship to your other professional/academic activities?

Supporting Documentation (MUST BE ATTACHED AT THE END OF APPLICATION)

Students must submit written confirmation of paid acceptance from the conference referees including:

- a. A confirmation letter and EITHER
- b. A copy of the conference registration for OR
- c. A copy of the conference announcement/bulletin

RESEARCH AND TRAVEL FUND

**STUDY ABROAD
SAMPLE BUDGET PAGE**

Please type

Budget Page MUST INCLUDE

Destination, dates, name of University/ Program

Registration Fee

\$\$.\$\$

Airfare

\$\$.\$\$

Name of Airline/round trip

TOTAL REQUESTED

\$\$\$.\$\$

Travel Expenses NOT funded include:

- Food, phone cards, housing
- Passports/Visas
- Transportation within destination

The committee will review this section to assess need. Applications without all necessary information attached will not be considered.

RESEARCH AND TRAVEL FUND

TRAVEL STUDY ABROAD GRANT PROPOSAL GUIDELINES

This section should be no more than 2 TYPED pages.

I. Introduction

- a. Name of study abroad university/program and title of the research project
- b. Provide a brief description of your research and the reason for your visit
- c. Summarize the purpose of your research, methods employed, results obtained and significance of the work.

II. Personal Statement: Justifies why your request should be funded. Present your case clearly (avoid jargon) as members of the committee may not be familiar with your field of study.

- a. Purpose of study abroad
- b. Describe the importance and relevance of your research
- c. How will you benefit from this program?
- d. How does attending this study abroad program fit into your future academic plans?
- e. What will your department and school gain from your attendance?
- f. What is the program's relationship to your other professional/academic activities?

If applicable: Presentation of Results (Demonstrates how you intend to present your work) Clearly and simply explain the presentation of your research. Figures and graphs are allowed.

Supporting Documentation (MUST BE ATTACHED AT THE END OF APPLICATION)

- a. Students must submit written confirmation of acceptance from the study abroad program.
- b. Letter from the CSUSB Faculty that oversees the study abroad program that includes confirmation of the student's participation and a brief explanation of the student's agenda while abroad. Along with the letter student should provide registration/program documentation.

RESEARCH AND TRAVEL FUND

FOLLOW-UP REPORT GUIDELINES

The report must be submitted within one month following completed travel or six months following the award date for students conducting research. The report should be a least one TYPED page in length and have receipts attached. If you are applying for reimbursement, please attach the report as the last page of the original application. Only one copy of the report is required.

Research Format

- I. Introduction
 - a. Title of project
 - b. Provide a brief description of your research
 - i. Summarize the purpose of your research, methods employed, results obtained and significance of the work.
- II. Analysis of Outcome
 - a. How did you benefit from this project?
 - b. Analyze and interpret the results obtained
 - i. Were the results expected, and why?
 - ii. Were the results not expected, and why?
 - c. What future work will or can be done based upon your results

Travel Format (Conferences)

- I. Introduction
 - a. Name of conference attended/presented at
 - b. Provide a brief description of the organization who is hosting the conference
 - i. Provide a brief description of what you expected to gain by attending/presenting at the conference
- II. Experience Gained
 - a. What educational and/or professional benefits did you gain from attending/presenting at the conference?
 - b. Would you recommend other students in your discipline to attend/present at this conference?

Study Abroad Format

- I. Introduction
 - a. Name of study abroad program or University
 - b. Provide a brief description of your research and the reason for your visit
 - i. Summarize the purpose of your research, methods employed, results obtained, and significance of work.
- II. Analysis of Outcome
 - a. How did you benefit from this project?
 - b. Analyze and interpret the results obtained
 - i. Where the results expected, and why?
 - ii. Where the results not expected, and why?
 - c. What future work will or can be done based upon your results

THIS PAGE IS NOT PART OF THE APPLICATION