

Research & Travel Application

Dear Applicant,

Associated Students Incorporated (ASI) and Instructionally Related Programs (IRP) support 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.

For students interested in scholarships for study abroad, please visit the Center for International Studies and Programs and/or the Department of World Languages and Literatures for opportunities.

The application funds the following:

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

2013 – 2014 Application Deadlines:

Monday, October 21, 2013

Monday, February 3, 2014

Monday, April 28, 2014

Information for students applying for research and travel funds:

Associated Students Incorporated (ASI) and Instructionally Related Programs (IRP) have made funding available to support research and travel related to academic growth and development. Applicants must submit **an original and one copy** of the entire application and supporting documentation, for a **total of two** 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.
- **Students who receive funds must present at the next Student Research Symposium and are encouraged to submit research papers and creative works to the Journal of Student Research.**
- Requests should be for research or travel related to a research based academic course, i.e., research for an independent study course, honor's project or thesis. Travel overseas is only considered when it is research related.
- **Study Abroad request must include a research component, which must be clearly described. Request will not be funded for an educational experience or class activity. This program will not fund tuition cost.**
- There is no limit to the number of requests submitted during an academic year, but the number of times a student has received funding is taken into consideration.
- The committee has a \$1,000.00 funding limit for each proposal, unless they unanimously agree to go over that limit.
- **There are no guarantees** that any request or project will be funded, whether it has a history of previous support or not.
- There are no guarantees that the amount requested by a student will be funded.
- 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 (shown 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)**

STUDENT RESEARCH AND TRAVEL

FUNDING PROCEDURES

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

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

RESEARCH:

Your research funds will be administered by your department and will be available for your use within two weeks of your award letter. Your department and faculty advisor will be responsible for the use and disbursement of the money awarded to you.

TRAVEL:

Students awarded funds to travel will not receive an advance. You are expected to pay out of pocket for your expenses. Travel reimbursements will only be issued after original receipts and a follow up report have been submitted.

Please submit all your receipts and report within 15 days following your travel dates. To expedite the process **please make sure to submit all original and valid receipts.**

Attention Students Requesting Travel Reimbursement.

A valid receipt must indicate payment was received and INCLUDE:

- Name of vendor from whom services were obtained.
- The date to confirm the expenses occurred during the trip.
- An itemization of charges
- Must indicate charged, show a credit, or be marked paid in full or include a copy of credit card statement
- If marked paid in full, it must have a company representative signature and printed name

Receipts should not be altered.

A PAID stamp is not acceptable.

Tape small receipts to an 8 ½ x 11 paper

Per CSU Travel Policy

STUDENT RESEARCH AND TRAVEL

Budget Information for each category

Research and Study Abroad Funding: Potentially Covered items

- Supplies: Disposable supplies (chemicals, reagents) services, survey instruments, and research animals
- Travel related to **research** (collecting data). Travel by car is allotted \$0.56 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. Airfare and hotel when found appropriate for conducting research.
- 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

Travel Funding: Potentially Covered items

CONFERENCE:

When a number of students are presenting or attending the same conference, it is best for students to share their travel plans so that the cost for travel, hotel, etc., are consistent.

A. Presenting at a Conference:

- Lodging/hotel
- Airfare
- Travel by car is allotted \$0.56 per mile. Mileage is determined from the campus to the destination, unless student lives closer to the destination. Each destination should be listed separately by name. A map showing the mileage must be attached.
- Reproduction costs are funded at \$0.04 per page

B. Attending a Conference:

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

Expenses that are NOT funded include:

- Any equipment (laptops, computers, etc.)
- The purchase of software or subscriptions to journals
- Food, Internet access, movies, room service, gym, fees for flight changes or upgrades of any sort.
- Single room occupancy (It is expected that students will share rooms– this should be indicated with the “hotel” information)
- Accommodations at the conference hotel (if less expensive hotels are nearby)
- Child care
- Mileage to and from the airport
- The cost of gas
- The cost of a rental car
- Phone cards
- Passports/Visa Fees
- Transportation within destination

Deadline: _____

STUDENT RESEARCH AND TRAVEL
APPLICATION COVER PAGE

Type ONLY

Date _____ Coyote ID# _____

Name _____

Address _____

City _____ State _____ Zip _____

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

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

Major _____ Department: _____

Overall GPA: _____ Class Level: _____ Ethnicity _____

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)
- Award notification will be sent out 4 to 6 weeks after the deadline _____ (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 1 copy of the entire application packet
(for a total of 2 sets) to the Graduate Studies Office CH-123.**

STUDENT RESEARCH AND TRAVEL

CSUSB FACULTY LETTER OF RECOMMENDATION COVER PAGE

Please type

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 1 copy, so that they can complete their application. **The letter will be inserted after this page and be considered as page 3.**

STUDENT RESEARCH AND TRAVEL

ADDITIONAL FUNDING PAGE

Please Type

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

Budget Page

Please enter your budget information in the appropriate column. In detail, please justify your requested amounts (attach a separate page if needed). The committee will review this section to assess need.

	<u>Research</u>	<u>Present</u>	<u>Attend</u>	<u>Study Abroad</u>	<u>Other</u> <i>(Please explain)</i>	<u>Justification</u>
Conference Registration fee:	NA			NA		Conference Name and Dates:
Airfare:						
Mileage (\$.56 per mile):						License Plate#: (required if claiming mileage)
Airport shuttle/Taxi :						
Lodging/Hotel:						
Parking:						
Copies (.04 per copy):						
Other (<i>Please describe</i>):						
Research Supplies: (Please list items below)						
a.						
b.						
c.						
d.						
Total Budget Requested:						

STUDENT RESEARCH AND TRAVEL

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 (IRB APPROVAL MEMO MUST BE ATTACHED AT THE END OF APPLICATION)

Compliance Committee Approval

Does your project involve:

	Yes	No
Human Subjects	<input type="checkbox"/>	<input type="checkbox"/>
Animal Subjects	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive Materials	<input type="checkbox"/>	<input type="checkbox"/>
Recombinant DNA or cell Cultures	<input type="checkbox"/>	<input type="checkbox"/>

If yes, Contact Michael Gillespie in Academic Research at (909) 537-7588, FB-108, to obtain a copy of your approval memo (approval may be pending). Attach your approval memo to this application.

STUDENT RESEARCH AND TRAVEL

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.

STUDENT RESEARCH AND TRAVEL

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 form OR
- c. A copy of the conference announcement/bulletin

STUDENT RESEARCH AND 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.

STUDENT RESEARCH AND TRAVEL

FOLLOW-UP REPORT GUIDELINES

The report should be at least one TYPED page in length and have receipts attached.

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