

Office of Student Research
ASI Student Research & Travel Grant
Application Guidelines
2024-2025

Associated Students Incorporated (ASI) is an on-campus organization that provides many services for students, one of which is awarding funds to support student research. They offer a substantial amount of money, which provides funding for both undergraduate and graduate student research and creative activities.

This program encourages and supports both undergraduate and graduate student research and creative activities by providing funding to support student research, as well as travel-related to academic growth and development. Students may use the funding to conduct research for an independent study, an academic course, honor's project, or master's thesis project, to present at a conference, or attend a conference.

There are no guarantees that any request or project will be funded. A limit of **\$1,000** will be awarded to a student per academic year. There is no limit to the number of requests submitted during an academic year. There are no guarantees that the full amount requested by a student will be funded

Please read through the following application guidelines to ensure that your application meets the requirements for funding. If you have any questions, please contact us at osr@csusb.edu.

1. Eligibility Requirements

- a. **Student Status:** Open to CSUSB undergraduate, postbaccalaureate, graduate, and doctoral students.
- b. **Enrollment:** Must be enrolled in the semester of application.
- c. **Academic Standing:** Minimum GPA of 2.5 for undergraduates and 3.0 for graduate students.
- d. **Exclusions:** Students enrolled through the College of Extended Learning are not eligible.

2. Application Submission

- a. **Deadline:** Applications are due on the 20th of each month from September to April (excluding December and May) by 11:59 PM.
- b. **Submission Method:** Applications must be submitted online via InfoReady using the student's MyCoyote ID.
- c. **Authorship:** The application must be authored by the student. Any plagiarism will result in withdrawal.
- d. **Completeness:** Applications must include all required documentation and adhere to the guidelines. Incomplete applications will not be processed.

- e. **Notification:** Applicants will be notified via CSUSB email within four weeks of the application deadline.

3. Utilization of Fund

- a. **Utilization Period:** All awarded funds must be used within 60 days from the award date. Any funds not utilized within this 60-day period will be forfeited and returned to the grant fund for redistribution.
- b. **Travel Reimbursements:** No advances will be given. Reimbursements are issued post-travel upon submission of valid receipts, a reimbursement form, and a follow-up report to the Office of Student Research (OSR).
 - i. *As part of the ASI Student Research & Travel Grant Policy, it is imperative that recipients adhere to the requirement of submitting their travel reimbursement requests to OSR within 30 days after the completion of their trip. Failure to comply with this timeframe will result in the forfeiture of the award. This stipulation ensures the efficient and timely processing of reimbursement claims, allowing OSR to support students' academic pursuits effectively.*
- c. **Reimbursement Deadline:** Reimbursement requests must be submitted within 30 days after travel completion. There are no reimbursements for the purchase of research supplies. All requests must be submitted for purchasing.
- d. **Processing Time:** Standard processing time for reimbursement is 4-6 weeks after submission of all required documents and 10-14 business days for research supplies requests. Reimbursements checks are mailed to the address on file with the university.

4. Document and Proposal Guidelines

- a. **Format:** Submit proposals in PDF format. Use Times New Roman or Arial, 12-point font, with specified margin requirements. Proposal templates are provided.
- b. **Identification:** The applicant's name should only appear on the cover page.
- c. **Content:** Include all required sections and components as the application guidelines specify. Any information missing will automatically disqualify the application.

5. Application Format and Content

- a. **Proposal Format:** Follow the required structure for proposals, including cover page, introduction, personal statement, methods, budget, and outcome analysis.
- b. **Travel to Present:** Include project description, relevance to the conference, and benefits.
- c. **Travel to Attend:** Provide justification, conference details, and benefits.
- d. **Research Supplies:** Include project relevance, methods, and expected outcomes.

6. Research Supplies Requests

- a. **IRB:** All projects involving human subjects and/or vertebrate animals must submit proof of IRB and/or Institutional Animal Care and Use Committee approval as part of the application and/or prior to the release of funds.
- b. **Purchase Request:** The OSR will conduct all purchases. Approved students must submit a Research Materials Acquisition Form for purchases. Special approval is needed for self-made purchases and reimbursements.

- c. **Processing Time:** The standard time for processing purchase request is 10-14 business days. In some cases shorter, depending on the amount requested.
- d. **Research Incentives:** Research incentives for participants (e.g., gift cards) require a separate request to the OSR, which is the only entity on campus allowed to purchase and manage gift cards for study participants. Submit the request online only after being awarded.

7. Present or Attend a Conference Requests

- a. Students must apply for fund before travel occurs. We encourage students to apply at least 30 days prior to the trip. **Please note that retroactive applications are not accepted.**
- b. If attending a conference (not presenting), the grant will reimburse for the conference registration fee only.
- c. Travel reimbursements will be issued once original receipts, reimbursement forms, and a follow-up report have been submitted.
- d. The standard time to receive the reimbursement check in the mail is 4-6 weeks.
- e. Notify your mentor before applying to avoid delays. If presenting, attach a copy of the conference acceptance letter.
- f. All travelers must complete the Travel Liability Waiver.

8. Institutional Review Board Approval (IRB): If your research involves human subjects, animal subjects, radioactive materials, or recombinant DNA or cell cultures, you must have IRB approval. Work with your faculty advisor to submit an IRB application. Visit the IRB website for more information. Approval can take two to four weeks, so plan accordingly.

9. Expenses and Budget Guidelines

- a. **Eligible Expenses:** Include lodging (shared rooms), transportation (airfare or mileage), conference registration fees, and printing/copy services. For research supplies, most materials are approved, however, some chemicals may undergo additional approval process.
- b. **Ineligible Expenses:**
 - i. Food
 - ii. Any equipment (laptops, computers, etc.)
 - iii. Association or organizational memberships, software, or subscriptions to journals.
 - iv. Internet access, movies, room service, gym, flight changes or upgrades fees.
 - v. Single room occupancy (Students are expected to share rooms– this should be indicated with the “hotel” information.
 - vi. Accommodations at the conference hotel (if less expensive hotels are nearby)
 - vii. Child care
 - viii. Mileage to and from the airport
 - ix. The cost of gasoline (This is already

- included in the per-mile reimbursement)
- x. The cost of a rental car
- xi. Phone cards
- xii. Passports/Visa Fees
- xiii. Transportation within destination

c. **Budget Details:** Provide a detailed budget explaining how the funds will be used. Adhere to specified expense limits and guidelines.

10. Review Criteria

- a. **Evaluation Process:** The OSR Awards Committee evaluates proposals blindly. Scoring is based on purpose, methodology, contribution, student benefit, and feasibility.
- b. **Evaluation Criteria:** Proposals are reviewed based on the following criteria show below.

- i. **Travel to Present or Attend**

1. Conference Relevance
2. Benefits to Student Researchers
3. Potential Impact
4. Quality of Research
5. Budget Justification

- ii. **Research Supplies**

1. Purpose and Objective
2. Methodology
3. Results/Future Direction
4. Contribution
5. Benefits to Student Researchers
6. Feasibility

- iii. **Travel to Conduct Research**

1. Purpose and Objective
2. Methodology
3. Results/Future Direction
4. Contribution
5. Benefits to Student Researchers
6. Feasibility

11. Award Obligations

- a. **Follow-up Report:** Submit a Follow-up Report on InfoReady detailing project outcomes and benefits.
- b. **Symposium Participation:** Awardees are required to present a poster or oral presentation at the Annual "Meeting of the Minds" Student Research Symposium.

12. Contact Information

- a. **Assistance:** For questions or assistance, contact the Office of Student Research (OSR) at osr@csusb.edu or call (909) 537- 3728

Version	Description of Changes	Date	Approval Date	Approved by
1.0	Update guidelines for 2024-2025	7/24/2024	7/31/2024	DW