Office of Student Research
ASI Student Research & Travel Grant
Application Guidelines
2024-2025
Application Deadline October 7th, 2024

Overview

Supported by the Student Success Initiative (SSI), the SSI Graduate Research Award is designed to support graduate student research and creative activities related to their thesis, project, or dissertation.

The program's goals are to:

1. Stimulate research and creative activities among graduate students.
2. Foster problem-solving, problem-framing, synthesis, and creative skills.
3. Provide financial support to graduate students engaged in research and creative activities.
4. Contribute to CSUSB's reputation as a research and innovation-focused institution.

The maximum award amount is **$2,000.** Students are eligible to receive one award during their time in a CSUSB graduate program.

Important Note: If awarded, funds must be used within the awarded year and no later than **April 1st, 2024**. Any funds not utilized by this date will be forfeited and returned to the grant fund for redistribution.

Please review 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 or (909) 537-3728.

Eligibility Requirements

To be eligible for funding, students must:

- Be enrolled in a graduate program at CSUSB.
- Be in good academic standing (e.g., cumulative GPA of 3.0 or higher).
- Submit a copy of the IRB approval letter/memo, if applicable, at the time of grant submission for projects involving human subjects, vertebrate animals, or recombinant DNA.
- Should have at least one full semester within their program remaining. Students planning to graduate before Spring 2025 are ineligible.

Application Submission

- **Deadline: Applications are due on October 7th by 11:59 PM.**
- **Submission Method:** Applications must be submitted online via InfoReady using the student's MyCoyote ID.
- **Authorship:** The application must be authored by the student. Any plagiarism will result in withdrawal.
- **Completeness:** Applications must include all required documentation and adhere to the guidelines. Incomplete applications will not be processed.
- **Notification:** Applicants will be notified via CSUSB email within four weeks of the application deadline.

Utilization of Funds

- **Utilization Period**: If awarded, funds must be used in the awarded year and no later than April 1st. Any funds not utilized by this date will be forfeited and returned to the grant fund for redistribution.
- **Travel Reimbursements:** No advances will be given. Reimbursements are issued post-travel upon submission of valid receipts, and a reimbursement form
- **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.
- **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. Reimbursement checks are mailed to the address on file with the university.

Document and Proposal Guidelines

- The proposal file must be uploaded in PDF format.
- The applicant's name should appear only on the cover page.
- Please use Times New Roman or Arial font at a 12-point size.
- The right and left margins must be no smaller than 0.75 inches, and the top and bottom margins no smaller than 1 inch.
- Number the pages consecutively, beginning with the cover sheet.
- The complete document must include the following items in the order given:
    i. **Cover Page:** Including name, department, and project title. Your name should not appear anywhere in the proposal except on the cover page.
    ii. **Summary of Project:** Should not exceed three double-spaced pages, excluding references. The project summary should describe the project using non-specialist language whenever possible and should include:
        1. The rationale for undertaking the project.
        2. The expected methods or activities to be undertaken to conduct/complete the project.
        3. The expected results or end product of the project.

4. Bibliography: (APA, MLA, or the citation style of your discipline).

    iii. **Statement of Purpose:** Not to exceed two pages. Provide a summary of the applicant's short-term and long-term educational and career objectives.

    iv. **Budget:** Must outline how the funds will be used and include a timeline for the plan to use funds before April 1st, 2024.

    v. **Letter of Recommendation:** Include one letter of support from a faculty member overseeing the proposed project.

Research Supplies Requests

- **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.
- **Processing Time:** The standard time for processing purchase requests is 10-14 business days. In some cases shorter, depending on the amount requested.
- **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.

Research-related Travel

- Students must apply for funds before travel occurs. **Please note that retroactive applications are not accepted.**
- Travel reimbursements will be issued once the original receipt and reimbursement forms have been submitted.
- Students are responsible for all upfront costs and are reimbursed only.
- The standard time to receive the reimbursement check in the mail is 4-6 weeks.
- All travelers must complete the Travel Liability Waiver.

Research Assistantships

- Students requesting to use funds for time spent engaged in research and creative activities must be hired by the Office of Student Research.
- Students are hired at the university rate of $17.86 per hour and can work up to 20 hours per week.
- Students must have the support of a faculty mentor to be hired as a research assistant.

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.

Review Criteria

- **Evaluation Process:** The OSR Awards Committee evaluates proposals blindly. Scoring is based on purpose, methodology, contribution, student benefit, and feasibility. Projects will be evaluated based on the rationale, methods, potential impact, assessment, and budget.

Award Obligations

- **Follow-up Report:** Submit a Follow-up Report on InfoReady detailing project outcomes and benefits.
- CSUSB Student Research Competition Participation: Awardees are asked to consider participating in the CSUSB Student Research Competition scheduled for February 14th, 2025. More information found here
- **Symposium Participation:** Awardees are *required* to present a poster or oral presentation at the Annual "Meeting of the Minds" Student Research Symposium.More information found here

Expenses and Budget Guidelines

Allowable Expenses	Non-Allowable Expenses
• Research-related travel and lodging • Supplies (e.g., research materials, chemicals) • Equipment requests must explain why the equipment is needed to complete the project. Requests for conventional equipment such as computers, word processing software, or video equipment will not be supported unless such equipment is demonstrated to be necessary and otherwise unavailable to the applicant for the duration of the project. All equipment must be tagged by the university. • Gift cards for participant incentives (**ONLY if purchased and tracked through the OSR**) • Compensation for time spent engaged in research and creative activities.	• Food, Internet access, movies, room service, gym, fees for flight changes, or upgrades of any sort. • Purchasing of a personal desktop computer, laptop or iPad. • Funding is not provided for the software, CSUSB parking permits, subscription to journals, or membership fees. • Childcare • Passport/Visa Fees • Promotion/advertising • Thesis typing or binding expenses. • These funds are not designed to cover the costs associated with class projects, class assignments, or any activities that are associated with a traditional "in the classroom" course. • This grant cannot be used to fund or supplement funding for study abroad trips, student teaching, training, or internships. • GRE Preparation • Fees for doctoral program applications • Postage • Copying cost and/or printing of questionnaires. • Travel to visit potential graduate programs.

Version History - Office Use Only

Version	Description of Changes	Date	Approval Date	Approved by
1.0	Update guidelines for 2024-2025	8/13/2024	8/27/2024	DW