



Student Research and Travel Policy and Procedures

Approved and adopted per BD 32-18 | May 29th, 2018

Purpose: The purpose of this policy is to outline overall Associated Students, Inc. (ASI) criteria and procedures for requesting and administering ASI funds set aside to support research and travel by graduate and undergraduate CSU, San Bernardino students. This policy cannot cover all contingencies. For those occasions for which there is no guidance, those concerned are expected to use sound and reasonable judgment.

Scope: This policy applies to all ASI personnel, to the Office of Dean, Graduate Studies, and to all individuals and campus entities involved in the use of ASI funds for student travel and research.

1. Background

Over the years, the ASI Board of Directors (BoD) has set aside funds in its annual budget to support research and travel by California State University, San Bernardino (CSUSB) students. These funds have been administered by the Dean of Graduate Studies with the support of a committee, the ASI Student Research and Travel (ASI-SRT) Committee, set up to judge the merit of the applications for funding. Awards have been made based on merit and the recommendations of the ASI-SRT Committee. This policy is designed to clarify the ASI BoD's intentions on the use of student funds to support student research and travel.

2. Administration

- a. The Dean of Graduate Studies and their office will administer ASI funds granted for student research and travel for both graduate and undergraduate students. Funds will be reserved in the following manner: 70% for undergraduate students; 20% for graduate students; 10% for College of Extended Learning (CEL) students.
- b. The Office of Graduate Studies will create, and revise as necessary, a comprehensive form for applying for student research and travel funds. These forms will be distributed as the Dean of Graduate Studies deems appropriate; however, at a minimum, they will be available at the Office of Graduate Studies, the Office of Undergraduate Studies, and the ASI office. The format and questions necessary for the ASI-SRT Committee to make sound award judgments are left to the Office of the Dean of Graduate Studies; however, the application form must ask the student if they have applied for and received funding from sources other than Instructionally Related Programs (IRP).
- c. In the event that a student uses the funds granted to them for other than the intended purpose of the grant, the Office of Graduate Studies will recover those funds from the student and impose sanctions as it sees fit.
- d. The Dean of Graduate Studies will provide the ASI BoD with a report at the end of the Spring Quarter describing how ASI funds were distributed with a one line description of the project, the amount of funds awarded, and whether the student was a graduate or undergraduate student. The report will also provide the dollar amounts of any matching funds and the source of those funds.

- e. The ASI-SRT Committee will be set up and supported by the Dean of Graduate Studies. This committee will be composed of faculty and students, the majority of membership to be made up of faculty members. Students will be appointed to the committee by the ASI's Executive Vice President. The purpose of this committee will be to review and approve applications for grants based on the merit of the proposal in the application. The committee may support, partially support or deny support for an applicant based on the merit of the proposal in the application.
- f. Students receiving ASI-SRT funding will provide a written report to the Dean of Graduate Studies describing the outcome of their research and/or presentation of their research.

3. Criteria

- a. It is ASI's intention that the ASI funds that support student research and travel and administered through the Dean of Graduate Studies Office serve as broad a representation of the student body as possible with the funds available.
- b. Only regularly enrolled CSUSB graduate, undergraduate, certificate, or Extended Learning students that pay the ASI fees may apply for funds from student research and travel funds. Determination of sufficient course involvement for graduate/certificate students will be determined by the Dean of Graduate Studies.
- c. The student must maintain the following minimum grade point average (GPA):
 - 1. For an undergraduate student: a 2.0 GPA cumulative and 2.0 GPA for the previous CSUSB quarter attended.
 - 2. For a graduate/certificate student: a 3.0 GPA cumulative and continuing in the Masters/certificate program.
- d. Students who are enrolled at the university through the College of Extended Learning are ineligible to receive student research and travel funds unless they graduated from CSUSB and paid CSUSB ASI fees during their enrollment. High school students attending the university are likewise ineligible for funding. Transfer students are eligible after attending one complete quarter as a student at CSUSB.
- e. Graduate and undergraduate students are eligible to receive student research and travel funds for conference registration, travel, lodging, and presenting research at conferences, symposia, etc. The primary source of research and travel funding for graduate students is the IRP funds set aside for such purposes. Graduate students will be eligible to apply for ASI student research and travel funds once IRP funds are exhausted.
- f. Graduate and undergraduate students may also be awarded funds to purchase equipment and conduct research as deemed appropriate by the award committee.
- g. As a part of the application process, the applicant will provide demonstrated evidence (in whatever form the Graduate Studies Student Research and Travel Committee deems appropriate) of contribution to a body of knowledge that their research will impact. If no research is to be presented at an attending conference, then a letter of recommendation from a faculty must be attached to the application to be considered for available funds.

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