CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

Office of Student Research

ASI Student Research and Travel Grant (SRT)

GENERAL APPLICATION GUIDELINES

DEADLINE: DUE 20TH OF EACH MONTH (OCTOBER-MAY) BY 11:59 PM

Last Modified: August 13, 2019

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Program Description

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. Funds are made available through Associated Students Incorporated and Instructionally Related Programs.

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.

Students who receive funds are required to present at the annual symposium "Meeting of the Minds".

Eligibility

To be eligible, students must be:

- CSUSB undergraduates, postbaccalaureate, graduate, and doctoral students.
- Enrolled in the quarter in which they apply.
- In good academic standing.
- Undergraduate minimum GPA: 2.5
- Graduate GPA: 3.0

NOT eligible: Students enrolled through the College of Extended Learning

General Submission Guidelines

The following submission guidelines should be followed:

- **Applications are due 20th of each month (October- May) by 11:59 pm.**
- Application and proposal submission must be submitted online through [InfoReady.](#)
    - Please select the grant to which you are applying,
    - Log-in with your MyCoyote ID,
    - Complete application
- One application per student
- The research proposal can be no longer than four pages.
- All supporting documentation should be submitted at the time of the application submission.
- Any application that is submitted incomplete will be rejected.

Additional Guidelines for Travel to Conduct & Travel to Present or Attend **Only**

- **Students should apply for funds prior to travel. Applications for retroactive reimbursement will not be accepted.**
- Students must complete the Travel Liability Waiver.

DOCUMENT GUIDELINES

Proposals will only be accepted through the online form and must be submitted no later than 11:59 pm on the deadline date.

1. The proposal file must be uploaded in PDF format.
2. The applicant's name(s) should appear only on the cover page.
3. Please use Times New Roman or Arial font at 12-point size.
4. The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than 1 inch.
5. Please number the pages consecutively beginning with the cover sheet.
6. The complete document must contain the items below and, in the order given.

Travel to PRESENT Format

1. Cover Page (one page)
   A. Include the name, department, and project title. Your name should not appear on any other documents.
2. Introduction of Project
   A. Provide a brief description of your research.
   B. Summarize the purpose of your research, methods employed, results obtained, and the significance of the work.
3. Personal Statement
   A. Purpose of the project or assignment (and/or hypotheses)
   B. Describe the relevance of your project and how it pertains to the conference.
   C. How will you and/or others benefit from presenting your project at this conference?
   D. How does the project fit into your future academic plans?
   E. What will CSUSB and/or the college of your major gain from your project?
   F. How does your project coincide with your other professional/academic activities?
4. Budget
   a. Provide a detailed explanation of how the funds will be used.

Travel to ATTEND Format

1. Cover Page (one page)
   A. Include the name, department, and project title. Your name should not appear on any other documents.

2. Personal Statement (Justification of why you should be funded)

   A. Purpose of the conference
   B. How will you benefit from this conference?
   C. How does attending this conference fit into your future academic plans?
   D. What will CSUSB and/or college of your major gain from your attendance?
   E. How does the conference coincide with your other professional/academic activities?

3. Conference Information
   A. Name of the conference.

        B.   Purpose of the conference.
        C.   Date and location.
        D.   What are the benefits of this conference?
        E.   How is the conference related to your professional/academic activities?

Travel to Conduct Format

1. Introduction of Project
   A. Summarize the purpose of your research.

2. Personal Statement
   A. Justification of why you should be funded.
   B. Purpose of the work (and/or hypothesis)
   C. Describe the relevance of your project?

3. Materials and Method
   A. Explain the activities to be conducted.
   B. Explain how the activities you have designed will accomplish your goal.
   C. If relevant, explain how you will analyze your data

4. Analysis of Outcome
   A. Describe how you will analyze your results.
   B. What future work will or can be done based upon your results

Research Supplies Format

1. Cover Page (one page)
   A. Include the name, department, and project title. Your name should not appear on any other documents.

2. Personal Statement
   a. Justification of why you should be funded.
      1. Purpose of the work (and/or hypothesis)
      2. Describe the relevance of your project?

3. Methods
   a. Explain the activities to be conducted.
   b. Explain how the activities you have designed will accomplish your goal.
   c. If relevant, explain how you will analyze your data

4. Analysis of Outcome
   a. Describe how you will analyze your results.
   b. What future work will or can be done based upon your results

BUDGET GUIDELINES (Potentially Covered items)

RESEARCH TRAVEL FUNDING/ PRESENTING AT A CONFERENCE

- **Lodging/Hotel:** It is expected that students share their hotel room with fellow presenters. Hotel cost should not exceed $195.00 per night, excluding taxes.
- **Transportation:** Airfare or mileage (travel by car) Mileage is reimbursed at $0.545 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. If the student is unable to travel using the least expensive option, the committee must pre-approve the travel arrangements prior to the trip.
- **Conference Registration Fees** (does not include membership fees.)
- **Printing and Copy Services:** Are funded at $0.04 per page

ATTENDING A CONFERENCE

- Students attending a conference will only be funded the conference registration fees (does not include membership fees).

RESEARCH SUPPLIES

- **Supplies:** Disposable supplies (chemicals, reagents) services, survey instruments, and research animals
- **Bulk mailing:** Includes 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.
- **Research Incentives:** If requesting incentive payments for research participants, a submission request must be submitted once the application has been approved. For more information, please visit https://www.csusb.edu/student-research/resources/gift-cards.

Expenses that are NOT Funded Include:

- Food
- Any equipment (laptops, computers, etc.)
- Association or organizational memberships, software, or subscriptions to journals.
- 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. If mitigating circumstances for single occupancy exist, please contact the Graduate Studies Office for prior approval.
- Accommodations at the conference hotel (if less expensive hotels are nearby)
- Childcare
- Mileage to and from the airport
- The cost of gasoline (This is already included in the per-mile reimbursement)
- The cost of a rental car
- Phone cards
- Passports/Visa Fees
- Transportation within destination

Review Criteria

Applications for the ASI Student Research & Travel Grant will be competitively evaluated by the ASI SRT Award Committee, which consists of 2 faculty and 2 ASI student representatives. In a blind-review, the committee evaluates the proposals and makes recommendations on who should receive funding. The quality of the proposal and benefit to the student researcher will be a determinant factor in being approved funding.

Request for Support to Travel to Present at a Conference

	Missing (0 PTS)	Needs Improvement (1 PT)	Adequate (2 PTS)	Exemplary (3 PTS)	Score
1) Purpose and Objectives	No research question is posed.	States a vague, untestable research question.	States a clear, but untestable research question.	States a specific testable research question.	
2) Methodology	Explanation of methods is missing.	A weak/vague methods section was provided.	Provides an adequate explanation of the proposed methodology.	Provides a clear explanation of the proposed methodology.	
3) Results/Significance	Explanation of results and implications of findings are missing	Applicant's results and description of project implications are weak/vague	Provides an adequate description of results and some discussion of study implications	Applicant's description of results and project implications are clearly explained	
4) Contribution	Contribution to the applicant's current field is missing.	Contribution to the applicant's current field is unclear.	Contribution to the applicant's current field is appropriately explained.	Contribution to the applicant's current field is clearly and concisely explained.	
5) Role & Benefits to Student Researcher	The rationale to include student is missing.	The rationale to include student is vaguely/weakly explained.	The rationale to include student is adequately explained.	The rationale to include student is clearly and concisely explained.	
				TOTAL	___/15

Request for Support to Travel to Attend at a Conference (Not Presenting)

1) **Purpose and Objectives**	No research question is posed.	States a vague, untestable research question.	States a clear, but untestable research question.	States a specific testable research question.	
2) **Contribution**	Contribution to the applicant's current field is missing.	Contribution to the applicant's current field is unclear.	Contribution to the applicant's current field is appropriately explained.	Contribution to the applicant's current field is clearly and concisely explained.	
3) **Role & Benefits to Student Researcher**	The rationale to include student is missing.	The rationale to include student is vaguely/weakly explained.	The rationale to include student is adequately explained.	The rationale to include student is clearly and concisely explained.	
				TOTAL	**___/9**

Request for Support to Travel to Conduct a Research - OR – Purchase Supplies

	Missing (0 PTS)	Needs Improvement (1 PT)	Adequate (2 PTS)	Exemplary (3 PTS)	Score
1) **Purpose and Objectives**	No research question is posed.	States a vague, untestable research question.	States a clear, but untestable research question.	States a specific testable research question.	
2) **Methodology**	Explanation of methods is missing.	A weak/vague methods section was provided.	Provides an adequate explanation of the proposed methodology.	Provides a clear explanation of the proposed methodology.	
3) **Results/Significance**	Explanation of results and implications of findings are missing	Applicant's results and description of project implications are weak/vague	Provides an adequate description of results and some discussion of study implications	Applicant's description of results and project implications are clearly explained	
4) **Contribution**	Contribution to the applicant's current field is missing.	Contribution to the applicant's current field is unclear.	Contribution to the applicant's current field is appropriately explained.	Contribution to the applicant's current field is clearly and concisely explained.	
5) **Role & Benefits to Student Researcher**	The rationale to include student is missing.	The rationale to include student is vaguely/weakly explained.	The rationale to include student is adequately explained.	The rationale to include student is clearly and concisely explained.	
6) **Feasibility**	Information about feasibility is missing.	Feasivility is questionable.	The project appears feasible.	Feasibility is clear and very well presented.	
				TOTAL	
					___/18

Grant Obligations

All awardees of the grant agree to the following terms:

1. Submit a Follow-up Report *(Required for Reimbursement)*

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

Travel Format (Conferences)

    I.   Introduction
        a.   Name of the 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?

Research Format

    I.   Introduction
     a.   Title of project
     b.   Provide a brief description of your research
        ii.   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

1. Students must apply to present a poster <u>or</u> oral presentation during the Annual Symposium "Meeting of the Minds" scheduled for May 14th, 2020.

   The annual "Meeting of the Minds" allows all CSUSB students to showcase their research and creative activities to the campus community. Awardees of the OSR funding are obligated to participate by presenting both an oral and poster presentation. Awardees should submit their application by March 9th, 2020. More information about this annual event can be found are osr.csusb.edu.

2. Participate in at least two of OSR's programs and/or events, in addition to the symposium. Faculty and students are both encouraged to participate in at least two of the OSR programs or activities. Students can attend workshops, events, volunteer, or serve as an editor for the OSR Journal of Student Research. Faculty are also encouraged to attend events, and invite students to workshops.