



SSI Graduate Student Culminating Project Fund

GENERAL APPLICATION GUIDELINES

DEADLINE NOVEMBER 16TH, 2021 BY 11:59 PM

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Program Description

This program is designed for graduate students completing a thesis, project, or dissertation. Funds from the SSI Culminating Project Fund, if awarded, must be used to support recipients' thesis, project, or dissertation research or professional development activities.

The initiative's goals are: 1) to stimulate research and creative activities among graduate students; 2) to contribute to students' academic and/or professional development; 3) to foster problem-solving and problem-framing skills, synthesis skills, and creative skills; 4) to provide financial support to graduate students engaging in research and creative activities; and 5) to contribute to CSUSB's reputation as a research and innovative institution.

Eligibility

To be eligible for funding, students must:

1. Be enrolled in a graduate program at CSUSB.
2. Be in good academic standing (e.g., cumulative GPA of 3.0 or higher).
3. If appropriate submit a copy of the IRB approval letter/memo at the time of the grant submission for projects involving human subjects, vertebrate animals, or recombinant DNA.

Students applying for an SSI Graduate Student Culminating Project Fund can apply for other funding, however, students should NOT apply if they plan to graduate before Fall 2022.

General Submission Guidelines

All applications should be submitted through [InfoReady](#). Applicants will receive an electronic confirmation that the proposal has been received and accepted. **The application is due January 16th, 2022 by 11:59 pm.**

PROPOSAL FORMAT:

1. **Cover Page.** Including name, department, and project title. Your name should not appear anywhere on the proposal except the cover page.
2. **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:
 - a. The reason/rationale for undertaking the project.
 - b. The expected methods or activities to be undertaken to conduct/complete the project.
 - c. The expected results or end product of the project.
 - d. Bibliography (APA, MLA, or the citation style of your discipline).
3. **Statement of Purpose** (*not to exceed two pages*). Provide a summary of the applicant's short-term and long-term educational and career objectives.

4. **Letter of Recommendation.** Include one letter of support from faculty member overseeing the proposed project.
5. **Proposal Format.** The proposal file must be uploaded in PDF format. Please use Times New Roman or Arial font at 12-point size. The right and left margins must not be smaller than 0.75 inches. Top and bottom margins must not be smaller than 1 inch. Please number the pages consecutively, beginning with the cover sheet.

Budget Guidelines

The grant is a one-time award set at a maximum of \$2,000. **Funds MUST be spent by the end of the fiscal year (May 30, 2022)¹.** Any funds not used by this deadline will not be honored by the OSR. Students who are currently staff members at CSUSB cannot be directly compensated for time spent engaged in research activities and will only be eligible to receive payment as a scholarship or financial aid.

Allowable Expenses	Non-Allowable Expenses
<ul style="list-style-type: none"> • Research-related travel and lodging • Copying costs and/printing of questionnaires • Supplies (e.g., research materials, chemicals) • Postage • 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. • Gift cards for participant incentives (**ONLY if purchased and tracked through the OSR**) • Travel to visit potential doctoral programs • Compensation for time spent engaged in research and creative activities. • GRE Preparation • Fees for doctoral program applications 	<ul style="list-style-type: none"> • 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. • Child care • 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.

¹ Funds that are not expended by this deadline may be reclaimed. Remaining balances or outstanding items will be the responsibility of the student/department if not processed by the year-end deadlines.

Review Criteria

The Faculty Awards Committee will competitively evaluate applications according to the criteria listed below. The committee may require revisions and/or reductions and other changes before a grant recommendation is made. The number of grants awarded depends on budgets and the funds available each year.

SCORING RUBRIC FOR SSI GRADUATE THESIS WRITING GRANT

	Missing (0 PTS)	Needs Improvement (1 PT)	Adequate (2 PTS)	Exemplary (3 PTS)
Rationale	Does not address the rationale for the project.	Vaguely addresses the rationale of the project.	Clearly addresses the rationale of the project.	Provides evidence and statements of the rationale of the project.
Methods	Provides no evidence of the intended methods.	Provides some explanation of the intended methods.	Provides a good explanation of the methods.	Provides a strong and clear explanation of the methods.
Potential Impact	No clear outline of the enhancement of student engagement, meeting learning outcomes, and leading to student success is provided.	Provides a weak outline of the enhancement of student engagement, meeting learning outcomes, and leading to student success.	Provides an outline of the enhancement of student engagement, meeting learning outcomes, and leading to student success.	Provides a clear outline of the enhancement of student engagement, meeting learning outcomes, and leading to student success.
Assessment	Assessment measures are only vaguely explained. There are no assessment measures indicated.	Assessment measures are only generally explained. There is only one measure indicated.	Assessment measures identified and outlined. There is more than one measure indicated.	Assessment measures are well thought-out and explained. There are multiple methods of assessment measures indicated.
Budget	Does not provide a budget of how funds will be spent. Does not describe additional funding sources.	Provides a vague budget of how funds will be spent. Provides little description of additional funding sources.	Provides a budget of how funds will be spent. Provides some description of additional funding sources.	Provides a detailed budget of how funds will be spent. Also describes any additional funding sources.

Grant Obligations

All awardees of the [SSI Culminating Project Fund](#) agree to the following terms:

1. Submit an **InfoReady progress report**: an online progress report no later than **May 27th, 2022**. Please expect to address the following:
 - Title of Research
 - Summary of Project
 - The purpose of the research/creative activity project?
 - What has been accomplished?
 - What remaining research must be completed?
 - Expected completion date
2. Submit a **final report on InfoReady** in PDF format upon completion of your project. The report should address the following:
 - Title of Research
 - Summarize your research project and your conclusions, and include a discussion of what you gained from doing the project (e.g. interaction with your faculty mentor, insights into a field of study, etc.
 - Discuss how the research is related to your academic and career goals.
 - Address each of the areas listed on the [Institutional Learning Outcomes](#).
 - Have you, are you planning on being published or presenting this project?
 - Any supplemental documents.
3. Students must apply to present a poster or oral presentation during the Annual Symposium **“Meeting of the Minds”** scheduled for **April 14, 2022**. Awardees are obligated to participate. More information about this annual event will be forwarded.

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 6th, 2022. More information about this annual event can be found at osr.csusb.edu.