

# POLICY ON STUDENT RESEARCH FUND

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## **BACKGROUND, PURPOSE, AND POLICY STATEMENT**

The Associated Students, Incorporated (ASI) has established the Student Research Fund (SRF) to support:

- Student Research, Scholarly and Creative Activity Projects;
- Research-related Professional Development;
- Publication of Student Research Findings;
- Research related to the completion, but not publication, of a thesis or dissertation study

The fund has been provided to support and encourage student research, scholarship and creative activity under the guidance of sponsoring faculty members. Grants awarded from this fund are not intended to cover the entire cost of a research project; they are intended to assist a student’s research efforts. Both graduate and undergraduate students in CSULB degree and certificate programs are invited to apply to the ASI Business and Finance Committee for the purposes outlined below. Research projects must be related to the student’s academic degree in progress. However, the fund is not intended to support research costs associated with an academic degree requirement such as publishing a thesis or dissertation. Because research grant funds are regularly used to incentivize research participants via gift cards, it is important to contact CSULB Financial Aid to understand the rules, regulations, and implications on enrolled student of disseminating gift cards to those students. Grants cannot be awarded for projects already completed, nor will they be awarded to augment a grant previously awarded unless the grant is needed for an unanticipated or underestimated research expense. In order to avoid the appearance of taxable compensation, research grants will be awarded on a reimbursement basis or in the form of direct payments to vendors and suppliers. Any matriculated student may apply for a Student Research Grant once in the fall semester and once in the spring semester per academic year. There are no guarantees that any requests presented to the board will be fully funded. There are no guarantees that any requests presented to the board will be fully funded. Applicants will be notified upon receipt of their completed application, and are required to attend

a Business & Finance Committee meeting in order to be eligible. The Vice President of Finance is authorized to accept written or video grant overview submissions in lieu of an applicant attending the meeting in person.

### 1.0 STUDENT RESEARCH PROJECTS

Funding for student research projects falls into the following categories:

- To buy books, software, materials, supplies, or small equipment for a specific student research, scholarly, or creative activity project.
- Photocopying necessary for a specific student research, scholarly, or creative activity project.
- The cost of data collection or data analysis for a student research, scholarly, or creative activity project.

### 2.0 RESEARCH-RELATED PROFESSIONAL DEVELOPMENT

Funding for research-related professional development falls into the following categories. Funding within these categories differs from funding provided to students for academic conference presentations or travel available through the ASI Student Travel Fund:

- Travel to a workshop or seminar, which will provide special knowledge or skills for a funded research, scholarly, or creative activity project.
- A field experience for a student related to the funded research or project, such as a visit to a museum, factory, prison, laboratory, natural site, etc.
- Photocopying or other supplies necessary for a specific study.

### 3.0 ELIGIBILITY

Any currently enrolled student who is working toward a recognized undergraduate degree, graduate degree, or certificate program may apply. The fund is intended to support students working on individualized, long-term research or creative projects of at least one academic session in duration, under the guidance and supervision of a CSULB faculty member. Professional development activities must also take place under the guidance of a faculty member. Term papers as well as laboratory or studio assignments are not eligible for support. Any matriculated student may apply for and receive a research grant once in the fall semester and once in the spring semester per academic year.

#### 4.0 AMOUNT OF AWARD

Student Research Fund awards qualified applicants up to \$800 for the support of research, scholarly and creative activities conducted under the guidance of sponsoring faculty members. Exceptions to the \$800 limit will be made at the discretion of the Business & Finance Committee in rare circumstances. Each year, the fund makes available \$25,000 in total awards. Awards will be awarded based on the following order of priority:

Priority I: Student Research, Scholarly, and Creative Activity Projects, Including Theses and Dissertations

Priority II. Research-related Professional Development

Priority III: Publication of Research

#### 5.0 APPLICATION GUIDELINES

Student may apply anytime by submitting a SRF Application form to the A.S. Government Office (USU-311). The application must describe the project, provide a time frame, and include a detailed budget. For all requests, the student's application must identify how the funds will help reach the student's research/creative goals.

The student's application must include a statement of support from a faculty sponsor that endorses the proposal and outlines how the faculty sponsor will participate in, supervise, or advise the student about his or her project. The faculty member's department chairperson should endorse the faculty member's statement by signing where indicated on the application.

#### 6.0 NOTIFICATION

Applications are accepted and considered by the ASI Business and Finance Committee on a first come-first served basis. The ASI Vice President of Finance's Office will notify applicants within two weeks of the status of their application. Students who receive awards will be given subsequent instructions on how to access the funds.

#### 8.0 REPORTING REQUIREMENT

After the project has been completed, the student is required to submit a brief abstract (no more than one typed page) on what has been accomplished, along with any reimbursement request. Reimbursements will not be made absent this report abstract.

#### FORMS

The following forms are to be used in the execution of this policy.

<b>Form Name</b>	<b>Purpose</b>	<b>Responsible Office</b>	<b>Approved By</b>	<b>Timeline for Submission</b>
<b>Student Research Fund Grant Application</b>	To request an award of funding to pay for expenses related to research	ASI Government Office	Business and Finance Committee	Submit to the ASI Vice President of Finance at least three (3) weeks prior to the proposed date of research activity