

POLICY ON STUDENT RESEARCH FUND

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BACKGROUND AND PURPOSE

Associated Students, Incorporated (ASI) provides a wide variety of programs and services intended to enhance the educational experiences of its members, the students of California State University, Long Beach (CSULB). ASI is committed to the development and preservation of a vibrant student community and believes firmly that student engagement plays a vital role in that effort.

Each year, ASI sets aside a portion of its budget into the Student Research Fund. To ensure a fair and impartial basis for awarding grants from this fund, the ASI Policy on Student Research Fund has been developed. This policy is intended to articulate who is eligible for these awards, what types of research qualify, and how much can be awarded.

POLICY STATEMENT

It is the policy of ASI to assist students from all academic disciplines by awarding grants for student research which is directly related to their program of study, is of at least one academic session in duration, and under the guidance of sponsoring faculty members.

Through the Student Research Fund, students may apply for funding for the following expenses:

- Research-Related Supplies
- Research-Related Travel
- Research Findings Publication

Funding for these grants is provided in part by the mandatory Associated Students fee paid by all students at the time of registration.

Grants awarded from this fund are not intended to cover the entire cost of conducting research, they are intended to assist a student's endeavors, along with their additional source(s) of funding. There are no guarantees that any requests presented to the Business and Finance Committee (BFC) will be funded.

Upon receiving a Student Research Fund application that meets all grant eligibility criteria, the Vice President of Finance will place the grant application on an upcoming BFC agenda and will notify the applicant(s) of the meeting date and time and that they are required to attend to present their request in order to be eligible for the grant award.

All ASI grant funding is reimbursement-based. Applicant(s) will be responsible for submitting reimbursement request documents to the ASI Vice President of Finance prior to the reimbursement deadline of their Research Project Completion Date, not to exceed June 30 of the academic year in which funding was awarded.

STANDARDS AND PROCEDURES

1.0 ELIGIBILITY

To be eligible for an award from the Student Research Fund:

- Applicant (Applicants, in the case of a co-authored research project) must be a regularly admitted and enrolled (matriculated), fee paying member of the ASI at the time the application for funding is submitted.
- Application must be submitted no later than three weeks prior to commencing research activity.
- In the case of a co-authored research project, one application listing all co-authors names is to be submitted for group funding consideration.
- Grants cannot be awarded for research activity already in progress or which have been completed.
- Research must be directly related to the student's program of study.
- Applicant(s) may apply for and receive one Student Research Fund award per semester.
- Research must be at least one academic session in duration, and under the guidance and supervision of a CSULB faculty member.
- In order to avoid the appearance of taxable compensation, research grants will be awarded on a reimbursement basis.
- All expenses must have been paid for by the student(s). Reimbursement cannot be issued to third parties, including University or auxiliary employees.
- Applicant(s) must submit required reimbursement documents by the research project completion date listed on their application, not to exceed June 30 of the academic year in which they are awarded.

2.0 QUALIFYING RESEARCH PROJECT EXPENSES

Research-Related Supplies

- Consumable materials: items used that cannot be reused later (i.e., chemicals, testing strips)
- Non-consumable materials: items that can be used again (i.e., testing materials, model building)
- Equipment: items of lasting value and utility. These items become the property of your department once your research is complete.
- Fees
- Transcription services
- Research participant incentives

NOTE: Because funding is 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 students before disseminating gift cards to those student participants.

Research-Related Travel

- Travel required to gather and/or conduct research which will be incorporated into the research project:
 - Field research: special collections archive, museum, laboratory, factory, natural site, etc.
 - Workshop/seminar: provides specialized knowledge or skills required for research project.

NOTE: research-related travel differs from funding available through the ASI Student Travel Fund where students, having undergone a competitive judging selection, have been invited to travel to an academic or professional conference to present their completed research.

Research Findings Publication

- Submission Fees: fees charged to submit research project for editorial and peer review.
- Printing Charges: charges assessed by a journal to cover the cost of printing, and particularly color printing.
- Publication Fees: fees charged to process or publish research project.

NOTE: costs related to the submission/publication of a student's thesis/dissertation are not eligible for funding.

3.0 AMOUNT OF AWARD

The maximum funding amount available for a research project or a thesis/dissertation is \$700.

In the case of a co-authored research project, reimbursement(s) will be issued to the co-author named on the corresponding expense receipt.

4.0 APPLICATION GUIDELINES

Applications are available through the Business and Finance Committee webpage and must be received no later than three weeks prior to commencing research activity.

NOTE: if conducting research-related travel outside the United States (and its territories and possessions), application must be submitted no later than six weeks prior to the travel date.

Applications are accepted and considered by the ASI Business and Finance Committee on a first-come, first-served basis.

No application shall be accepted without all required information and the following supporting documents:

- Research Abstract
- Research Project Description
- Faculty Statement of Support
- Project Expense Sheet
 - Research-Related Supplies
 - Include vendor's website cost estimate screenshot(s)
 - Research-related Travel
 - Must include EO 1051 Waiver of Liability Form.

Note: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO-1051 Waiver of Liability Form.

Air Travel

- The cost of travel from CSULB to the airport and back.
- Ground transportation from airport to hotel, and/or hotel to intended destination is not eligible for funding.
- Daily ground transportation, car rental, and parking costs are not eligible for funding.
- International travel (outside the United States and its territories and possessions)
 - Must include CSULB International Travel Information Form.
 - Must include CSULB Request for Travel Form.

Automobile

- The cost of travel from CSULB to the destination and back.
- Travel within 25 miles of the university is not eligible for funding.
- Travel by automobile is only permitted when the destination is within 300 miles (one-way) of CSULB.
- Automobile transportation expenses will be based on the Internal Revenue Services' (IRS) current standard business mileage rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>
 - Calculating expenses: Round-trip mileage multiplied by the current IRS standard business reimbursement rate will equal the transportation expense.
- Gasoline/fuel is not eligible for reimbursement.
- Daily ground transportation, car rental, and parking costs are not eligible for funding.

Train/Bus

- Transportation expenses will be limited to the cost of travel from CSULB to the train/bus terminal and back.
 - Daily ground transportation, car rental, and parking costs are not eligible for funding.
- Research Findings Publication
- Include publisher's website cost estimate screenshot(s)

5.0 INTERNATIONAL TRAVEL

Travel insurance is required for students traveling outside the United States (and its territories and possessions) for the express purpose of gathering/conducting research.

- 1) Applicant(s) must submit the following required documents no later than six weeks prior to international travel date:
 - ASI Student Research Fund application

- EO 1024 Waiver of Liability

NOTE: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO-1051 Waiver of Liability Form.

- CSULB Request for Travel Form : student is to work with their college administrative department to complete the form and obtain the CSULB President's signature of approval.
 - CSULB International Travel Information Form
- 2) The Business and Finance Committee (BFC) will review the Student Research Grant application for funding consideration.
 - 3) If BFC awards funding, the two University international travel forms are submitted to CSULB Risk Management.
 - 4) CSULB Risk Management will vet international travel with the Center for International Education, based on the current U.S. State Department and CSURMA (California State University Risk Management Authority) High Hazardous and War Risk Country List.
 - 5) CSULB Risk Management will purchase foreign travel insurance after receiving final approval from the University President.
 - 6) CSULB Risk Management will contact student and provide them with a Foreign Travel Insurance card.

6.0 GRANT NOTIFICATION

The ASI Vice President of Finance will email a confirmation of the Board's funding decision to the applicant(s) within three business days.

7.0 RESEARCH REPORTING REQUIREMENT

After the research has been completed, the student is required to submit an abstract (no more than one page) on what has been accomplished along with research findings/outcomes. This abstract is to be submitted along with the other required reimbursement documents. Reimbursement requests will not be processed without the abstract.

8.0 METHOD OF PAYMENT

Student Research Fund awards shall be issued directly to the student(s) on a reimbursement basis in form of a check.

All expenses must have been paid for by the student(s). Reimbursement cannot be issued to third parties, including University or auxiliary employees.

Applicant will be responsible for submitting the following required reimbursement request documents to the ASI Vice President of Finance within three weeks of the research project completion date listed on their application, not to exceed June 30 of the academic year in which it was awarded:

- Research findings/outcomes abstract
- Research-related expense receipts (if applicable)
- Research-related travel receipts (if applicable)

- Research-related travel proof of attendance (i.e., boarding pass) (if applicable)
- Publication expense receipts (if applicable)
- Applicant(s)' mailing address

9.0 EXPIRATION OF FUNDS

Student Research Fund grants will be scheduled for expenditure by the research project completion date listed by the student(s) on their application, not to exceed June 30 of the academic year in which they are awarded. Funds not spent by this date will be offered to other eligible Student Research Fund applicants, and reimbursement requests submitted after this date will not be honored.

Any grants not expended at the end of the fiscal year will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of the California State University Office of the Chancellor.

FORMS

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

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Student Research Fund Grant Application	To request an award of funding to reimburse expenses related to research.	ASI Government Office	Business and Finance Committee	Submit to the ASI Vice President of Finance no later than three weeks prior to commencing research activity.
EO 1051 Waiver of Liability	To release the University and ASI from liability for damages suffered as a result of participating in a voluntary extracurricular activity.	ASI Government Office	Business and Finance Committee	Attach to the Student Research Fund application and submit to the ASI Vice President of Finance: United States (and its territories and possessions): no more than three months before and no later

				<p>than three weeks prior to travel date.</p> <p>International:</p> <p>no more than three months before and no later than six weeks prior to the travel date.</p>
CSULB Request for Travel Form	Provides traveler information, trip details, travel billing, traveler responsibilities, and estimated travel costs.	CSULB Risk Management	Academic Department Chair, the CSULB CSULB President, and CSULB Risk Management	<p>Attach to the Student Research Fund application and submit to the ASI Vice President of Finance no more than three months before and no later than six weeks prior to the international travel date.</p>
CSULB International Travel Information Form	Provides traveler information, emergency contact information, trip details, and U.S. Department Travel Advisory Level.	CSULB Risk Management	Academic Department Chair, the CSULB President, and CSULB Risk Management	<p>Attach to the Student Research Fund application and submit to the ASI Vice President of Finance no more than three months before and no later than six weeks prior to the international travel date.</p>