

## INFORMATION AND GUIDELINES

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

- Student Research, Scholarly and Creative Activity Projects;
- Research-related Professional Development; and
- Publication of Student Research Findings

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 Associated Students Board of Control for the purposes outlined below. Research projects must be related to the student's academic degree in progress. 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 be awarded on a reimbursement basis or in the form of direct payments to vendors and suppliers.

### I. STUDENT RESEARCH PROJECTS

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

### II. RESEARCH-RELATED PROFESSIONAL DEVELOPMENT

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.

### III. PUBLICATION OF RESEARCH

Submission fees charged by a subscription-based and open access journals to help to fund editorial and peer review administration.

Printing charges assessed by a journal to cover the cost of printing, and particularly color printing

Publication fees, charged by certain open access journals, also known as author publishing charges or article processing charges (APCs).

**PLEASE NOTE: Costs related to the submission/publication of a student's thesis/dissertation are NOT eligible for funding under this program, but costs related to the production of a thesis/dissertation are eligible.**

## 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.

## AMOUNT OF AWARD

The Student Research Fund awards qualified applicants up to \$700 for the support of research, scholarly and creative activities conducted under the guidance of sponsoring faculty members; or up to \$400 for the production of a thesis/dissertation. 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
- Priority II: Research-related Professional Development
- Priority III: Publication of Research

## APPLICATION GUIDELINES

Student may apply anytime by submitting a SRF Application form to the ASI Vice President of Finance, typically through Beachsync (applications may be delivered to the ASI 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.

## NOTIFICATION

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

## REPORTING REQUIREMENT

After the project has been completed, both the student and the sponsoring faculty member are required to submit a brief final report on what has been accomplished. The student and faculty sponsor may also be called upon to conduct a poster presentation on their research findings at the ASI Student Research Symposium the semester following completion of the research project.

Please complete this form and attach it to your project description and budget. Proposals should be submitted to the ASI Vice President of Finance, ASI Government Office, USU-311.

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Name Student ID # Class Year

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E-Mail Address Telephone

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Faculty Sponsor Department

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Title of project

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Total amount of funding requested

**COMPLETION DATE:** Please state the completion date of your project. Funds not spent by this date will be offered to other students. See guidelines regarding the duration of projects.

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Project completion date

On a separate sheet, provide the following:

**PROJECT DESCRIPTION**

Provide 1) a one paragraph abstract of the project written for the general reader and 2) a brief narrative description of the project. In the narrative, describe the project and explain how these research funds will support your research efforts. Please be concise and protect the environment: do not exceed two (2) pages double-spaced for your abstract and project narrative.

**PROJECT BUDGET**

Provide a detailed description of expenses associated with your project, using the attached Project Budget form. Your budget should include actual prices or quotations whenever possible.

**DEPARTMENTAL SUPPORT**

Department chairs and/or College Deans are encouraged to share resources to support student research. If the department chair and/or College Dean is contributing to the project, please indicate the amount being committed to this project.

\$ \_\_\_\_\_  
Department funds committed to project

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Print Name of Department Chair/College Dean

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Signature of Department Chair/College Dean

**FACULTY ENDORSEMENT**

The faculty sponsor/instructor must provide a signature as an indication of support for this project.

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Print Name of Faculty Sponsor/Instructor

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Signature of Faculty Sponsor/Instructor

Has the student been required to submit his/her proposal to the Institutional Animal Care and Use Committee or the Institutional Review Board for review, and if so, has it been approved?    Yes    No    N/A

**Instructor Comments:** *Please provide a brief statement of support in the space provided. Statements can appear in the space below. Statements should NOT exceed 250 words. Please include information regarding how well you know the applicant and the nature of your relationship. Is the applicant prepared for this work? What is your evaluation of the importance of the proposed research (e.g., contribution to field & originality of the research)? How will you participate in, supervise, or advise the student about his or her project? Provide an estimate of the probability that the applicant will complete the proposed project in the time specified. You may also include any special aspects of the applicant's situation that the Board should consider in making their decision. Please do not re-describe the proposed research in your letter; the student should describe the details of their own work.*

*(Please use additional space if needed but do NOT exceed 250 words)*

**APPLICANT AGREEMENT**

I understand that funds remaining in my grant after the completion date indicated on this form will be returned to the Student Research Fund and made available to other students. I understand that any durable equipment or materials purchased through this grant becomes the property of Associated Students after completion of my project, unless I have made a special request to keep the materials for future research.

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Signature of Student

Date

**PROJECT BUDGET (refer to following page for definitions of expense types)**

**A. Research-Related Expenses**

TYPE	COST	DETAILS
Consumable Materials		
Non-Consumable Materials		
Durable Equipment		
Research Subject Incentives		
Fees		
Transcription Services		
Other (describe)		

**B. Travel-Related Expenses (*If your research project involves travel, you must also completed the Travel Requirement Notice form and the EO 1051 Waiver of Liability form*)**

TYPE	COST	DETAILS
Transportation (round trip)		
Lodging		
Ground Travel Expenses		
Conference Registration Fees		
Other (describe)		

**C. Publication Expenses**

TYPE	COST	DETAILS
Submission Fees		
Printing Fees		
Publication fees		

**D. Total Expenses**

TYPE	COST	COMMENTS
Total Research Expenses (A)	\$	
Total Travel Expenses (B)	\$	
Total Publication Expenses (C)	\$	
<b>TOTAL EXPENSES</b>	\$	

#### **RESEARCH-RELATED EXPENSE TERM EXPLANATIONS**

**Consumable Materials** are items that will be used up in the research process and can't be re-used later, such as chemicals, testing strips, survey forms, etc.

**Non-Consumable Materials** are items that can be used again at a later time after your project is complete, such as testing materials.

**Durable Equipment or Materials** are items of lasting value and utility. These items become the property of the Associated Students once your research is complete and must be returned unless other arrangements have been approved by ASI.

**Research Subject Incentives** is for when you are encouraging people to participate in your study by offering incentives, such as gift cards. Use the Details section to explain specifics, such as cost per participant multiplied by the number of participants you plan on using.

**Fees** can include charges for a service. Use the Details section to explain specifics.

**Transcription Services** represents the cost of hiring a person/service to transcribe interviews or focus group sessions.

#### **TRAVEL-RELATED EXPENSE TERM EXPLANATIONS**

**Transportation** (round trip) costs should be based upon a search for the dates you plan to travel.

**Lodging** is the cost for overnight accommodations while attending a workshop or seminar or conducting fieldwork in support of a funded project.

**Ground Travel Expenses** are for things like bus fare or taxis that you may need once you are in your main location. Determine a per-day cost, and then multiply it by the number of days.

**Conference Registration Fees** admission costs for attendance at workshops, seminars, or training sessions directly related to conducting research.

#### **PUBLICATION RELATED EXPENSES**

**Submission fees.** Both subscription-based and open access journals may charge a fee at the time of manuscript submission to help to fund editorial and peer review administration.

**Printing charges.** To cover the cost of printing, and particularly color printing, certain traditional journals charge per page and/or per color figure. In rare cases, supplementary materials may also incur a flat charge or a charge per item or page.

**Publication fees,** charged by certain open access journals, are also known as author publishing charges or article processing charges (APCs).

## TIPS FOR SUCCESSFUL APPLICATIONS

The following grant-writing tips are offered as a way to help you improve your application.

### COMPLETE THE APPLICATION

Grants must include a cover sheet and must be signed by you, by your advisor, and by the department chair. Incomplete grant cover sheets may not be considered for funding. The chair should indicate specifically if any department funds will support the project.

You must provide a one-paragraph abstract. Applications will be rejected if an abstract is not provided.

### FACULTY COMMENTS

A careful assessment of your project by your CSULB faculty sponsor is essential to a strong application. Applications that lack advisor comments may be passed over. Your faculty sponsor should provide comments that will help Board of Control members understand your work and the importance of it. If your faculty sponsor is contributing grant money, she/he must specifically describe that support. If your research is closely related to faculty research, you or your sponsor should explain how your work is distinctive.

### BE CONCISE

The application asks that you provide a narrative description of your project on a separate sheet of paper, not a volume! You must limit your narrative description and budget to a total of two pages. Applications exceeding this limit will not be considered for funding.

A good grant narrative should provide a brief, theoretical rationale for your work, which introduces your research to a reader unfamiliar with your field. Describe the particular project you are working on, how you will spend the funds, and why you need financial support. Explain anticipated outcomes and why this work is important. The accompanying budget should clearly reflect your comments in the narrative.

### SPEAK PLAINLY

Remember that the board that reviews your application is drawn from all divisions of the university. Members may not be familiar with the technical jargon of your field. When you write your narrative, offer a sound argument and a good explanation of your work in general terms understandable by a non-specialist.

### JUSTIFY YOUR EXPENDITURES

If you are requesting funds for an unusual procedure, exotic materials, or distant travel, make sure that you justify within your narrative why this is an important component of your work. Sell the committee on the idea. Convince your funders that your project is worth their support. Link the budget to the narrative.