

## INFORMATION AND GUIDELINES

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

- Student Research, Scholarly and Creative Activity Projects;
- Student 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

- Printing, duplicating and binding costs for producing research reports
- Publication costs for publication in a professional journal
- Reprint costs for published articles

## 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

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 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.

## NOTIFICATION

Applications are accepted and considered by the A.S. Board of Control on a first come-first served basis. The Treasurer'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 will 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 Treasurer, AS 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, 2) a brief narrative description of the project, and 3) a detailed budget. 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, project narrative, AND budget.

**PROJECT BUDGET**

Provide a detailed description of expenses associated with your project. Your budget should include actual prices or quotations whenever possible. Detail your entire budget.

**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 or can be sent via email to the ASI Treasurer (asi-treasurer@csulb.edu). 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

## TIPS FOR SUCCESSFUL APPLICATIONS

The Student Research Fund awards qualified applicants up to \$1000 for the support of research, scholarly and creative activities conducted under the guidance of sponsoring faculty members. Each year, the fund makes available \$25,000 in total awards.

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.