



## Application Guidelines for Graduate Research Dissemination Fund

### Graduate Studies and Research Mission Statement

*The mission of the Office of Graduate Studies and Research is to support faculty and students to foster and sustain an environment of academic excellence through a strong commitment to promote graduate education, research, creative activity, and collaborative initiatives, such as centers, institutes, and faculty-student research.*

### Graduate Research Dissemination Fund

The Graduate Research Dissemination fund is designed to help graduate students capitalize on scholarship and creative activity completed at CSUSM. Examples of appropriate activities include support for travel to a conference at which a student's paper or poster has been accepted.

Funds are distributed on a first-come, first-served basis, until funds for the current year run out. Students may only receive one award as an graduate student (in order to extend the funds to many students). Potential sources of other support will be taken into account in determining the size of the award. Group projects as well as individual projects may be funded. Complete applications are required to be submitted 3 weeks prior to the date of travel for U.S. conferences and at least 45 days prior to the date of travel for international conferences.

After a decision has been made, applicants will receive their award letter via email. Awards are distributed after the travel has been completed and your travel claim has been submitted. Appropriate receipts and proof of attendance are required to submit a travel claim.

Students traveling to conferences within the U.S. may receive funding for up to 50% of the cost of 3 days/nights of travel. Students traveling to conference outside of the U.S. may receive funding for up to 50% of the cost of 5 days/ nights of travel.

**Complete applications are required to be submitted 3 weeks prior to the date of travel for U.S. conferences and at least 45 days prior to the date of travel for international conferences. Incomplete or late submissions will NOT be accepted.**

**If you are unsure as to whether you will be invited to present within the 3 week/45 day deadline, please submit your application regardless, with a memo attached explaining that you have applied to present and have yet to receive a notice of acceptance. If awarded, your funding will be contingent upon your acceptance to present.**

**If awarded funds, all receipts need to be turned in to the office within 3 weeks of returning from travel. It can be turned in by email or in person. *A reimbursement can not be made without all receipts.***

**Currently, OGSR cannot fund travel to the following states under the Provisions of California Assembly Bill No. 1887: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, and Texas. This list of states may be subject to change.**

If you have any questions, contact the Office of Graduate Studies and

Research. Phone: (760) 750-4066 | Email: [ogsr@csusm.edu](mailto:ogsr@csusm.edu)



**INSTRUCTIONS**

The Graduate Research Dissemination fund is designed to help graduate students capitalize on scholarship and creative activity completed at CSUSM. Examples of appropriate activities include support for travel to a conference at which a student's paper or poster has been accepted. Funds are distributed on a first-come, first-served basis, until funds for the current year run out. Students may only receive one award as a graduate student (in order to extend the funds to many students). Potential sources of other support will be taken into account in determining the size of the award. Group projects as well as individual projects may be funded. **Request must be submitted at least 3 weeks in advance of domestic travel and 45 days in advance of international travel. Incomplete or late submissions will NOT be accepted.**

**CHECKLIST**

The following forms must be submitted with your request for funding. Submit to the Office of Graduate Studies & Research, CRA 5102.

- Read Application Guidelines for Graduate Research Dissemination Funds
- Complete Applicant Information Section (below) *\*Note: You must obtain your department's Graduate Coordinator's signature*
- Complete Student Conduct Agreement (attached) *\*Note: You must obtain your Faculty/Staff Supervisor's signature*
- Complete Release, Hold Harmless, Informed Consent/Emergency Contact Form (attached)
- If under the age of 18 years, your parent/guardian must complete secondary Release, Hold Harmless, Informed Consent form (attached)*
- Complete the Provost's - Student Air/Ground Authorization Form (attached)
- Attach a copy of your acceptance by the conference to present your project or recommendation letter from sponsoring faculty.
- Complete the Request for Travel Approval <https://www.csusm.edu/procurement/ap/travel/documents/forms/travelauthorizationform.pdf>
- International Travel requires at least 45 days for approval. See "ADD IN FOR INTERNATIONAL TRAVEL" on this page: [http://www.csusm.edu/par/travel\\_information\\_and\\_forms.html](http://www.csusm.edu/par/travel_information_and_forms.html)

By initialling here \_\_\_\_\_, you have confirmed that all required materials in the checklist above are completed and attached.

**APPLICANT INFORMATION (please type)**

Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Masters Program \_\_\_\_\_ Phone \_\_\_\_\_

**RESEARCH DISSEMINATION ACTIVITY**

Please describe the activity for which you seek funds, including the name and date(s) of the conference. (Please type and spell out any acronyms)

Do you have, or have you applied for, any other university financial support for this project? If yes, please explain.

Are you a student employee at CSUSM? If yes, please indicate whether you are Corp or State funded & what office you are employed by.

**SIGNATURES**

You must obtain the signature of the Graduate Coordinator of your program below

\_\_\_\_\_  
Graduate Coordinator Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**OFFICE USE ONLY**

\_\_\_\_\_  
Dean of Graduate Studies

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount Awarded



### STUDENT CONDUCT AGREEMENT

Event/Activity: \_\_\_\_\_ Event/Activity Date: \_\_\_\_\_

Printed Student Name \_\_\_\_\_ Student ID: \_\_\_\_\_

In consideration for my participation in the event/activity identified above, I or my parent or legal guardian on my behalf (student under 18 years of age), hereby agree to the following conditions:

**General Notice**

I acknowledge that as a student of Cal State San Marcos, I am representing the organization sponsoring my participation in the above event/activity and the student body of my campus and the California State University (CSU) system. As a responsible individual of the CSU community, I understand that I am expected to conduct myself in a manner consistent with the rules and regulations of my campus, the hosting organization, the CSU, and all applicable state and federal laws. I also understand that any violation of these rules, regulations or laws may result in my expulsion from the event/activity and further disciplinary action by Cal State San Marcos.

If I am expelled from the event/activity, Cal State San Marcos shall not be held responsible for any financial loss I may incur, including but not limited to those incurred as a result of paid registration fees, travel expenses, legal expenses, personal damages, or other expenses related to my participation in this event/activity and my violation of this Student Conduct Agreement.

By signing this form, I further agree that I will not participate in the following activities:

- Use, possession, or distribution of alcohol while at this event/activity and/or use, possession of alcohol by any underage individual.
- Use, possession, or distribution of any illegal or illicit drug.
- Sexual assault or indecent exposure. Sexual assault is defined as the implied use or threatened use of force to engage in any sexual activity against another person's will.
- Behavior which threatens the emotional or physical well-being and/or safety of participants including but not limited to any form of fighting.
- Unauthorized use of any fire safety equipment, including the activation of alarms or extinguishers without immediate cause.
- Possession of any weapons, dangerous or explosive devices or chemicals.
- Failure to attend the planned event/activity without justifiable cause as approved by my faculty/staff supervisor.

**Process**

Alleged violations will be reviewed by the appropriate CSU faculty/staff supervisor for determination of the need for disciplinary action. Cal State San Marcos student discipline process will be followed upon return to campus.

**By signing below, I acknowledge that I have read, understood and agree to abide by these student conduct guidelines.**

\_\_\_\_\_  
Signature of Student Participant / Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Parent/Guardian If Student Is Under 18 Years of Age / Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Faculty/Staff Supervisor / Date

**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND  
AGREEMENT TO PAY CLAIMS**

Activity: \_\_\_\_\_  
\_\_\_\_\_

Activity Date(s) and Time(s): \_\_\_\_\_

Activity Location(s): \_\_\_\_\_

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise** not to sue the State of California, the Trustees of The California State University, California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

Participant Signature: \_\_\_\_\_

Participant Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

\_\_\_\_\_  
Signature of Minor Participant's Parent/Guardian

\_\_\_\_\_  
Name of Minor Participant's Parent/Guardian (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor Participant's Name



California State University  
**SAN MARCOS**

Academic  
Affairs

Office of the Provost and Vice President for Academic Affairs CSU San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001  
Tel: 760.750.4050 Fax: 760.750.3150 www.csusm.edu/aa

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Dear CSUSM Student:

You are currently participating in a California State University-affiliated program which requires air and/or ground transportation.

Air and ground travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air and/or ground travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to undertaking a CSU-affiliated air and/or ground travel, you will be required to sign a "Release, Hold-Harmless and Informed Consent" statement. Please review the statement carefully before signing it.

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Graham Oberem  
Provost and Vice President for Academic Affairs

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Student Name (print)

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Signature

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Date

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The California State University

Bakersfield | Channel Islands | Chico | Dominguez Hills | East Bay | Fresno | Fullerton | Humboldt | Long Beach | Los Angeles | Maritime Academy  
Monterey Bay | Northridge | Pomona | Sacramento | San Bernardino | San Diego | San Francisco | San Jose | San Luis Obispo | San Marcos | Sonoma | Stanislaus