



Application Guidelines for Graduate | Undergraduate Research Fund

Graduate Studies and Research Mission Statement

The mission of the Office of Graduate Studies and Research is to advance intellectual engagement at CSUSM by empowering the campus community to pursue research, scholarship, and creative activity and by facilitating graduate student success.

Graduate/Undergraduate Research Fund

The Graduate Research Dissemination fund and Undergraduate Research and Creative Activities fund are designed to help 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 academic year run out. Students may only receive one award as an Undergraduate student and 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.

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. Please include photos from the conference if you took any. Your photos may be used on the OGSR website for promotional material.

Guidelines:

- Complete requests must be submitted a minimum of three weeks before travel.
- Incomplete or late requests will be denied.
- Advance payment for travel is unavailable, payment is processed after travel has been concluded in the form of reimbursement.
- Miscellaneous expenses are not approved unless supporting documentation is provided showing the expense is necessary for travel.

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

Phone: (760) 750-4066 | Email: ogsr@csusm.edu



INSTRUCTION

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. Awarded amount is granted as a reimbursement on actual incurred approved expenses on the final submitted claim, up to but not exceeding \$500.

Indicate your current academic standing: Graduate Undergraduate

APPLICATION CHECKLIST

1. Read Application Guidelines for Graduate/Undergraduate Research Funds (above)
2. Complete Student Applicant Information Section, including required signature (below)
3. Complete Student Conduct Agreement Form (online)
4. Complete Release of Liability Form (online)
5. Complete Student Travel Request Form (online)

Are you currently under the age of 18? Yes No

If under the age of 18 years, your parent/guardian must review and sign both the Conduct and Liability forms.

STUDENT APPLICANT INFORMATION (please type)

Name _____ Email _____

Mailing Address _____ Student ID#: _____

Program _____ Phone _____

RESEARCH DISSEMINATION ACTIVITY

Describe the activity for which you seek funds, including the name and date(s) of the conference (spell out program acronyms).

Describe any other sources you have applied to for funding support. (Funding sources, amount awarded/applied for, and contact information if possible).

REQUIRED SIGNATURE

Graduate Students: Obtain Graduate Coordinator Signature | Undergraduates: Obtain Faculty Sponsor Signature

Graduate Coordinator/Faculty Sponsor Name

Signature

Date

OFFICE ONLY

Dean of Graduate Studies

Date

Amount Awarded