California State University
SAN MARCOS

**COLLEGE OF EDUCATION,
HEALTH & HUMAN SERVICES**

CEHHS Student Success Grant Guidelines
Updated January 2018

Student Success Grant Guidelines

College of Health & Human Services (CEHHS) Student Success Grants (SSGs) are available to help students meet the costs of presenting at skills, knowledge-building, and networking events that will enhance their professional development. These may include, but are not limited to, conferences, seminars, or workshops. Items or activities that are considered tuition or other related expenses or fees toward your CSUSM degree, will not be considered for this program.

CEHHS recognizes that different programs have different professional development needs and opportunities, and encourages all students to apply for SSGs.

General Guidelines
- SSGs are intended to cover a portion, not all, of the student's legitimate professional development expenses. Legitimate expenses include, but are not limited to, event registration fees, flights, transportation, and lodging. Food is not considered a legitimate expense.
- SSGs are selected in consultation with CEHHS Department Chairs/Directors and awarded by the CEHHS Associate Dean.
- SSG awards work on a reimbursement basis and require submission of original receipts as outlined in the SSG Award Letter.
- At completion, SSG award recipients must submit a short description (not to exceed 500 words) of the event and how they benefited from attending it. Relevant photos should be included with this description.
- Students may receive only one SSG per academic year and is available to undergraduate or graduate students. If a student declines or fails to claim an SSG that has been awarded then they may apply for a second SSG within that same academic year.
- Awards will be granted throughout the calendar year.

Restrictions
- SSGs are not available for the purchase of any hardware, software, or equipment.
- SSGs may not be applied toward work for academic credit or for coursework activities, such as internships or capstone experiences.
- Professional organization membership will not be reimbursed even at a student rate.
- We will not consider applications submitted for events or activities that have already occurred.

Eligibility
- **<u>Must be presenting at the conference/event.</u>**
- Must be a student who is currently registered at CSUSM in the CEHHS.
- Must be a student in good standing.
- The events or activities must be closely related to the applicant's field of study.

- Students may apply for a SSG award at any point while enrolled and registered at CSUSM in the CEHHS. Graduating students may still apply for funds in their final semester as long as the event takes place <u>prior</u> to graduating from the University. We are not able to reimburse students post-graduation.

SSG Award Amounts

- SSG award amounts will depend on factors such as relevance of event, student's level of participation and/or role at the event, event registration fees, amount of travel required, size/number of grants requested by other students attending the same event, and so on.
- **The maximum possible SSG award amount is $500.**
- All awards of SSG grant amounts are at the sole discretion of the CEHHS Associate Dean.

Application Form, Deadlines, and Process

Applicants must submit the online SSG Application Form by a minimum of four (4) weeks before the event or activity occurs if travel is involved, two (2) weeks if it is local. Applicants who do not submit the application form by the appropriate deadline will not be funded.

Applicants must include a summary of their expected participation and a breakdown of estimated expenses. The most common expense categories are Registration Fees, Transportation, and Lodging. Applicants should specify any additional expenses. The summary must include an explanation of how the event or activity will contribute to the applicant's professional development.

Applicants must also submit a 1-page letter of support from a faculty member stating that they support their application.

Students should not assume that they are guaranteed any or all funding when submitting the application.

Approval Process

- Applications will be reviewed by the Associate Dean, within a one week period when possible.
- Students will be notified by the Dean's Office of acceptance or non-acceptance of the proposal
- If awarded, the grant is a commitment of reimbursement up to the specified amount, given the timely submission of proper receipts (within two weeks after the event). No funds may be released without formal approval. The decision of the Dean's Office is final.

Reimbursement Procedure & Deadline

To have a Student Success Grant reimbursed, students must come to the CEHHS Dean's Office in person and submit their original receipts (taped to 8 ½ x 11" copy paper), a copy of the Student Success Grant approval letter, and the two-paragraph description of the event (no more than 500 words). Photocopied receipts will not be accepted.

The College cannot reimburse a student for payment another person has made. Therefore, all receipts paid for by credit card must have the student's name on the receipt as the bearer of the credit card.

Students can only be reimbursed for original receipts turned in. If less than the SSG award is spent, the student cannot claim the full SSG award amount.

All receipts must be submitted within two weeks of attending the event. Reimbursement requests submitted after these deadlines will be considered cancelled. The Dean's Office is not responsible for the loss of receipts and/or paperwork, and it is recommended that students keep copies of their receipts for their personal records. The Dean's Office will not make copies of receipts or submissions for students.

Items Required for Reimbursement

- **Note**: Anything that is paid for by credit card or any method other than cash must have your name on it. We will not reimburse students for someone else's expense.
- For anything paid for by cash, check, or credit card: original dated receipts.
- For anything paid by check: a copy of the canceled check (front and back).
- For airline flights, a copy of the travel itinerary that includes the cost of the flight and the name of the flier. Boarding passes are NOT redeemable for reimbursement.
- A copy of your award letter.
- A short description (no more than 500 words) of the event and how you benefited from attending it, and photos where appropriate.
- The rules of the College apply for reimbursement of Transportation (by the most economical means available), Lodging (excluding food), and Registration Fees.

Reimbursement Checks

Normally, it takes 2-3 weeks after submitting a request to receive a SSG reimbursement check. Checks will be mailed to the submitter's local address.

CEHHS STUDENT SUCCESS GRANT APPLICATION

This is an example of the questions on the application. The formal application must be submitted online. DO NOT SUBMIT A PAPER APPLICATION.

You can find the online application at: www.csusm.edu/cehhs/successgrant

Name:_____ID# _____

Phone:_____E---mail: _____

Local address: _____

Program/Major:_____GPA:_____Year: _____

Title of project/activity: _____

Location of project/activity: _____

Date of project/activity: _____

Project/activity location: _____

Project/activity website: _____

Estimated Expenses (Transportation, Lodging, Registration, Meals, Other)

     Total Estimated Expenses:_____ Amount requested: _____

Do you have other sources of funding? If so, please indicate the amount of additional funding and source of those funds.

Upload a detailed explanation (1-2 pages) of the project/activity, including answers to the following questions:

- How is this project/activity related to your disciplinary study and/or to your professional development?
- How did you learn about the project/activity?
- How will you participate? Are there opportunities for you to be involved other than attendance? (i.e. presenting)
- What are your anticipated learning outcomes?

Upload any supporting documents such as a program or brochure of the event showing your involvement and/or costs of the project/activity.

Applicants who are accepted to the program will be asked to sign a Student Conduct Agreement and a Release of Liability Agreement.