



## 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 \$500 of the cost of travel. Students traveling to conference outside of the U.S. may receive funding for up to \$500 of the cost 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 cannot be made without all receipts.***

**Currently, OGSR cannot fund travel to the following states under the Provisions of California Assembly Bill No. 1887: Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas and West Virginia. 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 (via Adobe Sign) *\*Note: You must obtain your Faculty/Staff Supervisor's signature*
- Complete Release, Hold Harmless, Informed Consent/Emergency Contact Form (via Adobe Sign)
- If under the age of 18 years, your parent/guardian must complete secondary Release, Hold Harmless, Informed Consent form (via Adobe Sign)*
- Attach a copy of your acceptance by the conference to present your project or recommendation letter from sponsoring faculty.
- 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