



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.
- Currently, OGSR cannot fund travel to the following states under the Provisions of California Assembly Bill No. 1887: Alabama, Arkansas, Florida, Idaho, Indiana, 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.



INSTRUCTIONS

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 (below).
**Note: You must obtain your department's Graduate Coordinator/Faculty Sponsor's signature.*
3. Complete Student Conduct Agreement
4. Complete Release, Hold Harmless, Informed Consent/Emergency Contact Form
5. Complete Student Travel Request Form (online)
6. If under the age of 18 years, your parent/guardian must complete secondary Release, Hold Harmless, Informed Consent form

Are you currently under the age of 18? Yes No

STUDENT APPLICANT INFORMATION (please type)

Name _____ Email _____

Mailing Address _____ Student ID#: _____

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.

SIGNATURES

Graduate Students must obtain the signature of their Graduate coordinator, Undergraduates must obtain the signature of their Faculty Sponsor.

Graduate Coordinator/Faculty Sponsor Name

Date

Signature

OFFICE USE ONLY

Dean of Graduate Studies

Date

Amount Awarded