ASI Student Research & Travel Grant
Application Guidelines
2024-2025
Rev. 1.30.2025

Associated Students Incorporated (ASI) is an on-campus organization that provides many services for students, one of which is awarding funds to support student research. They offer a substantial amount of money, which provides funding for both undergraduate and graduate student research and creative activities.

This program encourages and supports both undergraduate and graduate student research and creative activities by providing funding to support student research, as well as travel-related to academic growth and development. Students may use the funding to conduct research for an independent study, an academic course, honor's project, or master's thesis project, to present at a conference, or attend a conference.

There are no guarantees that any request or project will be funded. A limit of **$1,000** will be awarded to a student per academic year. There is no limit to the number of requests submitted during an academic year. There are no guarantees that the full amount requested by a student will be funded

Please read through the following application guidelines to ensure that your application meets the requirements for funding. If you have any questions, please contact us at osr@csusb.edu.

Eligibility Requirements

Eligibility ensures that students are in good academic standing and properly enrolled to take full advantage of research and travel grants.

- **Student Status:** Open to CSUSB undergraduate, postbaccalaureate, graduate, and doctoral students.
- **Enrollment:** Must be enrolled during the semester of application.
- **Academic Standing:** Minimum GPA of 2.5 for undergraduates or 3.0 for graduate students.
- **Not Eligible:** Students enrolled through the College of Extended Learning.

Application Submission

Timely and complete applications are crucial for consideration. Be sure to review and submit all required materials through the designated system.

- **Deadline:** Applications are due on the 20th of each month from September to April (excluding December and May) by 11:59 PM.

- **Submission Method:** Applications must be submitted online via InfoReady using the student's MyCoyote ID.
- **Authorship:** The application must be completed by the student and not the faculty mentor. Plagiarism will result in disqualification.
- **Completeness:** Ensure all required documents are included; incomplete applications will not be reviewed.
- **Notification:** Applicants will be notified of decisions via CSUSB email within four weeks of the deadline.

Eligible and Ineligible Expenses

Understanding what expenses can be reimbursed is essential to ensure compliance and avoid unexpected out-of-pocket costs.

Eligible Expenses:

Travel To Conduct Research/Present at a Conference

- Economy-class airfare
- Standard hotel accommodations (shared rooms encouraged)
- Conference registration fees
- Ground transportation (e.g., mileage, shuttles)

Attending a Conference

- Conference registration fees

Research Supplies

- Disposable supplies (chemicals, reagents) services, survey instruments, and research animals.
- Bulk mailing
- Printing and Copying

Ineligible Expenses:

- Meals
- Any equipment
- Association memberships, software, or subscriptions to journals.
- Personal expenses (e.g., movies, gym access, flight changes)
- Rental cars, gasoline, or upgrades
- Childcare, phone cards, or passport/visa fees
- Transportation within a destination.

Document and Proposal Guidelines

A well-organized and complete proposal will improve the likelihood of successful funding. Please ensure that your proposal meet the following standing requirements:

- **Format:** Submit proposals in PDF format using Times New Roman or Arial, 12-point font. Please use the designated template for your desired funding type.
- **Identification:** The applicant's name should only appear on the cover page.
- **Content:** Follow the structure outlined in the application form to ensure completeness.

You may view the proposal templates here:

- [Research Supplies Template](#)
- [Travel to Attend Template](#)
- [Travel to Present Template](#)
- [Travel to Conduct Research Template](#)

Travel Pre-Approval Process

Once funding has been awarded for travel purposes, all students must complete the new pre-approval process.. The OSR will assist in facilitating each student's request; however, the following steps must be completed before the trip. Please note that failure to follow these steps may result in the non-reimbursement of expenses

1. **Pre-Departure Forms:** Submit the Student Travel Participant List form and Pre-Departure Form, including accurate cost estimates for airfare, lodging, registration, and other expenses.
2. **Early Submission:** SRT applications should be submitted **at least 60 days** prior to the planned departure, and pre-departure forms should be submitted 30 days before departure.
3. **Concur Approval:** No travel bookings should be made until the Concur Travel Request is fully approved. Student must provide:
   a. Travel dates and itinerary.
   b. Estimated costs and purpose of travel.
   c. If personal days are included in a business trip, clearly specify the dates. A comparison of flight ticket costs for the business-only travel dates and the itinerary with personal days must be provided. Reimbursement will be based on the lower cost of the two.

Utilization of Funds

To ensure the effective use of grant funds, students must adhere to the timelines and submission requirements outlined below.

- **Utilization Period:** Awarded funds must be used within 60 days of the award date. Unused funds will be forfeited.
- **Travel Reimbursements:** No advances will be given. Reimbursements are issued after travel upon submission of valid receipts, a reimbursement form, and a follow-up report. Requests must be submitted within 30 days after travel completion.

Processing Time

Timely processing of requests depends on accurate submissions and adherence to deadlines. The following are the standard processing times for each segment in the pre and post award process:

- **Application and committee review:** 4 weeks
- **Travel Pre-approvals:** 30 days prior to travel
- **Travel Reimbursement:** 4-6 weeks
- **Research Supplies Purchase:** 10-14 business days

Award Obligations

Award recipients are required to participate in follow-up activities to demonstrate the outcomes of their funded research or travel.

- **Follow-Up Report:** Submit a report through InfoReady detailing project outcomes and benefits.
- **Symposium Participation:** Present a poster or oral presentation at the Annual "Meeting of the Minds" Student Research Symposium.

Contact Information

For questions or assistance, contact the Office of Student Research:

- **Email:** osr@csusb.edu
- **Phone:** (909) 537-3728

Version	Description	Date	Approval Date	Approver
1.1	Revision of document and include travel pre-approval process	1/30/2025	1/30/2025	DW
1.0	Update guidelines for 2024-2025	7/24/2024	7/31/2024	DW