

## Student Research and Travel Policy and Procedures

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<b>Last Updated:</b>	4/26/24
<b>Board Agenda ID:</b>	BD 29-24
<b>Scope:</b>	This policy applies to all ASI personnel, to the Office of Student Research and to all individuals and campus entities involved in the use of ASI funds for student travel and research.
<b>Purpose:</b>	The purpose of this policy is to outline overall Associated Students, Inc. (ASI) criteria and procedures for requesting and administering ASI funds set aside to support research and travel by graduate and undergraduate CSU, San Bernardino students. This policy cannot cover all contingencies. For those occasions for which there is no guidance, those concerned are expected to use sound and reasonable judgment.

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### 1. Background

Over the years, the ASI Board of Directors (BoD) has set aside funds in its annual budget to support research and travel by California State University, San Bernardino (CSUSB) students. These funds have been administered by the Dean of Graduate Studies with the support of a committee, the ASI Student Research and Travel (ASI-SRT) Committee, set up to judge the merit of the applications for funding. Awards have been made based on merit and the recommendations of the ASI-SRT Committee. This policy is designed to clarify the ASI BoD's intentions on the use of student funds to support student research and travel.

### 2. Administration

- a. The Director of the Office of Student Research (OSR) and their staff will administer ASI funds granted for student research and travel for both graduate and undergraduate students. Funds will be reserved in the following manner: 65% for undergraduate students; 25% for graduate students; 10% for College of Extended and Global Education (CEGE) students (if ASI fees have been paid before).
- b. The OSR in conjunction with ASI will create, and revise as necessary, two comprehensive, electronic forms, one for applying for student research and another for travel funds. These electronic forms will be made accessible through the OSR and Office of Graduate Studies website. The format and questions necessary for the ASI-SRT Committee to make sound award judgments are left to the OSR.
- c. The electronic application form will be made available to students monthly during the academic year (i.e., September-May). Application deadlines will be on the 20th of each month.
- d. In the event that a student uses the funds granted to them for other than the intended purpose of the grant, the Office of Student Research will recover those funds from the student and impose sanctions as it sees fit.

- e. The Director of the OSR will provide the ASI BoD and the VP of Finance with a report at the end of every month describing how ASI funds were distributed with a one-line description of the project, the amount of funds awarded, and student demographic. The report will also provide the dollar amounts of any matching funds and the source of those funds. The ASI Board of Directors may request any further information as deemed necessary.
- f. The ASI-SRT Committee will be set up and supported by the Director of the OSR. This committee will be composed of the OSR director, ASI's Executive Vice President, 2 faculty, and 3 student reviewers (2 undergraduate and 1 graduate student) appointed to the committee by the ASI's BoD. The purpose of this committee will be to review and approve applications for grants based on the merit of the proposal in the application. The committee may fund, partially fund or deny funds. Committee members will have two weeks to review applications after they are dispersed by the OSR. Then, the committee will meet to discuss their reviews.
- g. Students receiving funding for research will provide a written report to the OSR describing the outcome of their research and/or presentation.
- h. Students receiving funding for travel will provide a written report to the OSR describing their experience.
- i. The maximum award amount is \$1,000 per application. A limit of \$1,500 will be awarded to a student per academic year. There are no guarantees that the full amount requested by a student will be funded.
- j. As part of the ASI Student Research & Travel Grant Policy, it is imperative that recipients adhere to the requirement of submitting their travel reimbursement requests to OSR within 30 days after the completion of their trip. Failure to comply with this timeframe will result in the forfeiture of the award. This stipulation is emphasized to ensure the efficient and timely processing of reimbursement claims, allowing OSR to support students' academic pursuits effectively.

### **3. Criteria**

- a. It is ASI's intention that the ASI funds that support student research and travel are administered through the OSR serve as broad a representation of the student body as possible with the funds available. Only regularly enrolled CSUSB graduate, undergraduate or Extended Learning students that have paid the ASI fees may apply for funds from student research and travel funds.
- b. The student must maintain the following minimum grade point average (GPA):
  - i. For an undergraduate student: a 2.5 GPA cumulative and 2.5 GPA for the previous CSUSB semester attended.
  - ii. For a graduate/certificate student: a 3.0 GPA cumulative and continuing in the Masters/certificate program.
- c. Students who are enrolled at the university through the College of Extended & Global Education are ineligible to receive student research and travel funds unless they graduated from CSUSB and paid CSUSB ASI fees during their enrollment. High school students attending the university are also ineligible for funding.

- d. Graduate and undergraduate students are eligible to receive student research and travel funds for conference registration, travel, lodging, and presenting research at conferences, symposia, etc.
- e. Graduate and undergraduate students may also be awarded funds to purchase equipment and conduct research as deemed appropriate by the ASI-SRT committee.
- f. As a part of the application process, the applicant will provide demonstrated evidence (in whatever form the ASI-SRT Committee deems appropriate) of contribution to a body of knowledge that their research will impact. If no research is to be presented at an attending conference, then a letter of recommendation from a faculty must be attached to the application to be considered for available funds.
- g. The application for financial support for student travel must be received, reviewed, and accepted prior to the date of actual travel.

#### **4. Committee Guidelines**

- a. The guidelines set forth in this policy shall be used by the ASI-SRT committee when determining eligibility and awarding funds. No other guidelines can be used without the consent of the Board of Directors.
- b. Students receiving ASI Student Research and Travel funds that will be presenting at a conference will be required to present at the CSUSB Student Research Symposium, “Meeting of the Minds,” and are encouraged to submit research papers and creative works of the Journal of Student Research.
  - i. Students who will not be presenting at a conference adhere to section 2, h of this policy.
- c. Funding may only be used for educational research or travel purposes.
- d. Any study abroad request must include a research component, which must be clearly described. Request will not be funded for an educational experience or class activity. This program will not fund tuition cost.
- e. One application per person per course/conference or trip. If you worked on a project with another person you each must fill out a separate application (must be different from other application).
- f. Applicants requesting funds for research purposes must be enrolled during the semester in which they are applying for funding.
- g. No priority will be given to any applicants regardless of their funding request so long as funding is distributed as stated in section 2 of this policy and as long as there is funding available.

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