

POLICY ON STUDENT RESEARCH FUND

CONTENTS

BACKGROUND AND PURPOSE	1
POLICY STATEMENT	1
STANDARDS AND PROCEDURES.....	2
1.0 DISTRIBUTION OF FUNDS.....	2
2.0 ELIGIBILITY.....	2
2.0 QUALIFYING RESEARCH PROJECT EXPENSES	2
3.0 AMOUNT OF AWARD.....	3
4.0 APPLICATION GUIDELINES	3
5.0 INTERNATIONAL TRAVEL.....	5
6.0 GRANT NOTIFICATION	6
7.0 RESEARCH REPORTING REQUIRMENT	6
8.0 METHOD OF PAYMENT	6
9.0 EXPIRATION OF FUNDS	6
ADMINISTRATION	7
FORMS.....	7

BACKGROUND AND PURPOSE

Associated Students, Incorporated (ASI) provides a wide variety of programs and services intended to enhance the educational experiences of its members, the students at California State University, Long Beach (CSULB). ASI is committed to the development and preservation of a vibrant student community and believes firmly that student engagement plays a vital role in that effort.

Each year, ASI sets aside a portion of its budget into the ASI Student Research Fund. To ensure a fair and impartial basis for awarding grants from this fund, the ASI Policy on Student Research Fund has been developed. This policy is intended to articulate who is eligible for these awards, what types of research qualify, and how much can be awarded.

POLICY STATEMENT

It is the policy of ASI to support students from all academic disciplines by awarding grants for student research which is directly related to their program of study, is of at least one academic session in duration, and under the guidance of sponsoring faculty members.

Through the Student Research Fund, students may apply for funding for the following expenses:

- Research-Related Supplies
- Research-Related Travel
- Research Findings Publication

Funding for these grants is provided in part by the mandatory Associated Students fee paid by all students at the time of registration.

Grants awarded from this fund are not intended to cover the entire cost of conducting research; they are intended to assist a student's endeavors, along with their additional source(s) of funding. There are no guarantees that any requests presented to the ASI Business and Finance Committee (BFC) will receive funding.

Upon receiving a Student Research Fund application that meets all grant eligibility criteria, the ASI Vice President of Finance will place the grant application on an upcoming BFC agenda and will notify the applicant of the meeting date and time and that they are required to attend to present their request in order to be eligible for the grant award. The Vice President of Finance is authorized to accept a written or video presentation if the applicant is unable to attend the meeting in person.

All ASI grant funding is reimbursement-based. Applicant will be responsible for submitting required reimbursement request documents to the ASI Vice President of Finance no later than three (3) weeks after the research project completion date listed by the student on their application, not to exceed June 30 of the academic year in which funding was awarded.

STANDARDS AND PROCEDURES

1.0 DISTRIBUTION OF FUNDS

Fifty percent (50%) of the annual budget for the Student Research Fund will be awarded during the fall semester for research completed between July 1 to December 31 and fifty percent (50%) during the spring semester for travel completed January 1 to June 30.

2.0 ELIGIBILITY

To be eligible for an award from the Student Research Fund:

- Applicant (Applicants, in the case of a co-authored research project) must be regularly admitted and enrolled (matriculated), fee paying member of the ASI at the time the application for funding is submitted.
- Application must be submitted no later than three (3) weeks prior to commencing research activity. In the case that research necessitates international travel, the application must be submitted no later than six (6) weeks prior to commencing research activity. “Activity” is defined as the active process of collecting information and/or conducting research, typically guided by a previous planning phase.
- In the case of a co-authored research project, one application listing all co-authors names is to be submitted for group funding consideration.
- Grants cannot be awarded for research activity already in progress or which have been completed.
- Research must be directly related to the applicant’s program of study and should represent a significant contribution to the student’s educational experience.
- Applicant may apply for and receive one Student Research Fund award per semester.
- Research must be at least one academic session in duration, and under the guidance and supervision of a CSULB faculty member.
- To avoid the appearance of taxable compensation, research grants will be awarded on a reimbursement basis.
- Applicant must have paid all the expenses. Reimbursement cannot be issued to third parties, including University or auxiliary employees.
- Applicant must submit required reimbursement request documents no later than 3 weeks after the research project completion date listed by the student on their application, not to exceed June 30 of the academic year in which they are awarded.

2.0 QUALIFYING RESEARCH PROJECT EXPENSES

Research-Related Supplies

- Consumable materials: items used that cannot be reused later (i.e., chemicals, testing strips). Consumable material does not include food.

- Non-consumable materials: items that can be used again (i.e., reference books, model building supplies)
- Equipment: items of lasting value and utility. These items become the property of your department once your research is complete (i.e., laboratory equipment, software programs, exercise equipment)
- Fees (i.e., publication, administrative, bench)
- Transcription services (i.e. Otter.ai, Rev, Happy Scribe)
- Research participant incentives (i.e. gift cards, promotional/educational items)

Note: Because funding is used to incentivize research participants via gift cards, it is important to contact CSULB Financial Aid to understand the rules, regulations, and implications on enrolled students before disseminating gift cards to those student participants.

Research-Related Travel

- Travel required to gather and/or conduct research which will be incorporated into the research project:
 - Field research: special collections archive, museum, laboratory, factory, natural site, etc.
 - Workshop/seminar: provides specialized knowledge or skills required for research project.

Note: Research-related travel differs from funding available through the ASI Student Travel Fund where students, having undergone a competitive judging selection, have been invited to travel to an academic or professional conference to present their completed research.

Research Findings Publication

- Submission Fees: fees charged to submit research projects for editorial and peer review.
- Printing Charges: charges assessed by a journal to cover the cost of printing, particularly color printing.
- Publication Fees: fees charged to process or publish research projects.

Note: Costs related to the submission/publication of a student's thesis/dissertation are not eligible for funding.

3.0 AMOUNT OF AWARD

The maximum funding amount available for a research project or a thesis/dissertation is \$700.

In the case of a co-authored research project, reimbursement(s) will be issued to the co-author named on the corresponding expense receipt.

4.0 APPLICATION GUIDELINES

Applications are available through the ASI Business and Finance Committee webpage and must be received no later than three (3) weeks prior to commencing research activity.

Note: If conducting research-related travel outside the United States (and its territories and possessions), applicants are required to submit the (2) CSULB International Travel forms to their academic department office no later than eight (8) weeks prior to the travel date. The applicant is responsible for obtaining a copy of the (2) approved forms and including them with the ASI Student Travel Fund application, which must be submitted no later than six (6) weeks prior to the travel date.

Applications are accepted and considered by the ASI Business and Finance Committee on a first-come, first-served basis.

No application shall be accepted without all the following required information:

- Research Abstract
 - Research Project Description
 - Faculty Statement of Support
 - Project Expense Sheet
 - Research-Related Supplies, if applicable
 - Vendor's website cost estimate screenshot(s)
 - Research-related Travel, if applicable
 - Receipt(s) or website estimate screenshot(s) for air, train, or bus travel, if applicable
 - Map website screenshot with mileage for automobile travel, if applicable
 - EO 1051 Waiver of Liability Form
- Note: If a student traveling is under the age of 18, a parent or guardian must approve that student's participation by signing their EO-1051 Waiver of Liability Form.
- CSULB International Travel Forms, if applicable
 - CSULB International Travel Information Form
 - CSULB Request for Travel Form

Air Travel

Eligible Expenses

- The cost of air travel from departure airport to the destination airport and back

Ineligible Expenses

- Ground transportation from airport to hotel, and/or hotel to intended destination
- Daily ground transportation while at the conference (i.e. rideshare, shuttles, public transportation), car rental, and parking costs

Automobile

Eligible Expenses

- The cost of automobile travel from CSULB to the destination and back, based on the Internal Revenue Service (IRS) current standard business mileage rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>
To calculate expenses, multiply the round-trip mileage by the current IRS standard business reimbursement rate.
- Travel by automobile is only permitted when the destination is within 300 miles (one-way) of CSULB. Mileage exceeding 300 miles (one-way) is not eligible for automobile travel funding.

Ineligible Expenses

- Travel within 25 miles of the CSULB
- Gasoline/fuel
- Daily ground transportation, car rental, and parking costs

Train/Bus

Eligible Expenses

- The cost of train/bus travel from the departing terminal to the destination train/bus terminal and back

Ineligible Expenses

- Daily ground transportation while at the conference (i.e. rideshare, shuttles, public transportation), car rental, and parking costs
- Research Findings Publication, if applicable
 - Receipt(s) or publisher's website estimate screenshot(s)

5.0 INTERNATIONAL TRAVEL

University approval and university issued travel insurance is required for all students traveling outside the United States (and its territories and possessions) for the express purpose of collecting/conducting research.

- 1) The applicant must submit the following required CSULB forms to their academic college department no later than eight (8) weeks prior to the travel date.
 - CSULB International Travel Information Form
 - CSULB Request for Travel Form
- 2) Travel approval is required from the following university departments:
 - Center for International Education (CIE): the CIE will vet international travel based on the current U.S. State Department and CSURMA (California State University Risk Management Authority) High Hazardous and War Risk Country List.
 - CSULB Vice President of Student Affairs
 - CSULB President

- 3) Office of Risk Management: will purchase foreign travel insurance and provide the applicant with a digital Foreign Travel Insurance card prior to departure date.
- 4) The applicant is responsible for obtaining a copy of the (2) approved CSULB forms and including them with the ASI Student Research Fund application, which must be submitted no later than six (6) weeks prior to the travel date.

6.0 GRANT NOTIFICATION

The ASI Vice President of Finance will email a confirmation of the Board's funding decision to the applicant within three business days.

7.0 RESEARCH REPORTING REQUIREMENT

After the research has been completed, the student is required to submit an abstract (no more than one page) on what has been accomplished along with research findings/outcomes. This abstract is to be submitted along with the other required reimbursement documents. Reimbursement requests will not be processed without the abstract.

8.0 METHOD OF PAYMENT

Student Research Fund awards shall be issued directly to the student(s) on a reimbursement basis in the form of a check.

All expenses must have been paid by the student. Reimbursement cannot be issued to third parties, including University or auxiliary employees.

Applicant will be responsible for submitting the following required reimbursement request documents to the ASI Vice President of Finance within three (3) weeks of the research project completion date listed on their application, not to exceed June 30 of the academic year in which it was awarded:

- Research findings/outcomes abstract
- Research-related expense receipts, if applicable
- Research-related travel receipts, if applicable
- Research-related travel proof of attendance (i.e., travel boarding pass), if applicable
- Publication expense receipts, if applicable
- Mailing address

9.0 EXPIRATION OF FUNDS

Student Research Fund grants will be scheduled for expenditure (3) weeks after the research project completion date listed by the student on their application, not to exceed June 30 of the academic year in which they are awarded. Funds not spent by this date will be offered to other eligible Student Research Fund applicants, and reimbursement requests submitted after this date will not be honored.

Any grants not expended at the end of the fiscal year will revert to ASI's Retained Earnings account.

ADMINISTRATION

The ASI Vice President of Finance is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed, unless earlier revisions are necessitated by changes in regulations of the California State University Office of the Chancellor.

FORMS

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Student Research Fund Grant Application	To request an award of funding to reimburse expenses related to research.	ASI Government Office	ASI Business and Finance Committee	Applicant must submit form to the ASI Vice President of Finance no later than three (3) weeks prior to commencing research activity.
EO 1051 Waiver of Liability	To release the University and ASI from liability for damage suffered because of participating in a voluntary extracurricular activity.	ASI Government Office	Business and Finance Committee	Applicant must attach form to the ASI Student Research Fund application and submit to the ASI Vice President of Finance: United States (and its territories and possessions) no later than three (3) weeks prior to travel date. International: no later than six (6) weeks prior to the travel date.
CSULB Request for Travel Form	Provides travel information, trip details, travel billing, traveler responsibilities, and estimated travel costs.	Applicant's academic department office		Applicant must submit form to their academic department office no later than eight (8)

				<p>weeks prior to travel date.</p> <p>Applicant is responsible for obtaining a copy of the approved form and including it with the ASI Student Travel Fund application no later than six (6) weeks prior to the travel date.</p>
<p>CSULB International Travel Information Form</p>	<p>Provides traveler information, emergency contact information, trip details, and U.S. Department Travel Advisory Level.</p>	<p>Applicant's academic department office</p>	<p>Academic Department Chair, the CSULB Vice President of Student Affairs, the CSULB President, and CSULB Risk Management</p>	<p>Applicant must submit form to their academic department office no later than eight (8) weeks prior to travel date.</p> <p>Applicant is responsible for obtaining a copy of the approved form and including it with the ASI Student Travel Fund application no later than six(6) weeks prior to travel date.</p>