

COVER PAGE

Please submit this cover page together with all supplementary documents as a **single PDF document** via email with the **subject line "GRAD SUBMISSION"** to vmolina@csudh.edu. **Your email must be received no later 11:59 p.m. on the second (2nd) Monday of October, November, December, February, March and April of the year.**

Project Title: _____
250 characters max

Name: _____ **Phone:** _____

College: _____ **Email:** _____

Department: _____ **Amount Requesting:** _____

Your signature indicates your support of the enclosed application (required):

Student or Organization Name: _____ **Student or Organization President Signature:** _____

Faculty Advisor Name: _____ **Faculty Advisor Signature:** _____

Select One: Seminar Conference Thesis Research

APPLICATION SUBMISSION CHECKLIST

<input type="checkbox"/>	Abstract:	A brief description of the applicant’s seminar to be conducted, conference presentation or thesis research project for proposed grant (Maximum 500 words). All abstracts must include an estimation of people in attendance.
<input type="checkbox"/>	Event Date:	
<input type="checkbox"/>	Faculty Advisor Endorsement:	A copy letter of recommendation endorsing student/ student organization (Maximum 300 words)
<input type="checkbox"/>	Conference Acceptance (If Applicable):	A copy of acceptance to present at regional academic conference
<input type="checkbox"/>	IRB approval (if applicable):	a copy of institutional Review Board approval letter for funds to compensate human subjects
<input type="checkbox"/>	Add Vendor Data Record:	
<input type="checkbox"/>	Spreadsheet with itemized budget:	Cost of registration fee, airfare, mileage, speaker fee, meals and refreshments. Each award will have to submit a final report within two weeks from the event
<input type="checkbox"/>	Proof of Attendance:	Copy of pictures of attending the event
<input type="checkbox"/>	Attachment of Receipts:	A copy of flight, Hotel, Transportation, Food and Conference need to be submitted to the Office of Graduate Studies and Research (WH-D445). NO REINBURSMENT FOR ALCOHOL.

GRADUATE RESEARCH ADVANCEMENT AND DEVELOPMENT GRANT (GRAD)

The Office of Graduate Studies and Research is accepting proposals from graduate students and graduate student organizations for the Graduate Research Advancement and Development (GRAD) grant. GRAD will support graduate students in their professional and academic development outside of the classroom in both research and creative activities.

ELIGIBILITY:

- Applications for this grant are open to all full-time graduate students with good academic standing and graduate student organizations at California State University, Dominguez Hills.
- **If you are traveling you must submit your approved Travel Request with your application.**
- **Travel request(s) must be approved by The Office of Graduate Studies and Research one month prior to travel.**
 - **Link:** <https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/accounting-services-form-CSUDH-Travel-Request.pdf?CSUDH+Travel+Request>

APPLICATION SUBMISSION

- Attach your submission file to an email with the subject line **GRAD SUBMISSION** and email it to vmolina@csudh.edu
- **Your email must be received no later 11:59 p.m. on the second (2nd) Monday of October November, December, February, March and April of the year.**
- **No Late Exceptions. Please submit a month in advance for any of the categories.**
- **Funding for this grant not provided for Winter and Summer Session.**

PROPOSAL TYPES:

The three categories of the project type include:

- (1) Organizing and conducting academic seminars,
- (2) Traveling to present at regional academic conferences, and
- (3) Conducting research for a Master's thesis/project.

STUDENT CONDUCT CODE: [Title 5, Article 2, Section 41301](#)

Dishonesty, including:

- Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- Furnishing false information to a University official, faculty member, or campus office.
- Forgery, alteration, or misuse of a University document, key, or identification instrument.
- Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.

APPLICATION DUE DATE:

- Applications are due *no later than* 11:59 p.m. on the second (2nd) Monday of October November, December, February, March and April of the year.
- Late applications **will not** be accepted.
- Signed Cover Page and Checklist together with all supplementary materials should be emailed as a single PDF file to vmolina@csudh.edu with subject line: **GRAD Submission.**

ACTIVITIES:

1. Seminars - For students who are organizing and conducting academic seminars for fellow students in their respective college and/or department, and require funds for speakers, room reservations, and food/beverages.
2. Regional conference travel - For students who have been **accepted to present** at a regional academic conference and require funds for lodging, travel, registration, and meals.
3. Thesis research - For students who require additional funds for their thesis research including laboratory equipment and tools, human subject compensation, and transcribing or similar services.

***Activities in proposal submission must occur in FY 2017-18**

GRAD PROFESSIONAL DEVELOPMENT FUND:

- Travel to regional conferences - Up to \$500
- Thesis research – Up to \$500
- Seminars – up to \$500

PROPOSAL PREPARATION AND SUBMISSIONS STEPS

STEP 1: COVER PAGE

- a) Complete and sign the COVER PAGE
- b) Secure the signature of your faculty advisor
- c) Choose which category you are applying for the grant
- d) Scan the signed COVER PAGE and save it
- e) Use the Submission Checklist to verify that the application is complete with all necessary supplemental documents

STEP 2: ABSTRACT

ABSTRACT for the event you are organizing, attending or research you are conducting.

- a) Abstract should be no longer than 500 words
- b) Abstract should include:
 - i. **Seminar** - Name of seminar, topics to be discussed, how the seminar will contribute to the academic and professional advancement and development of the student(s), and number of people estimated to attend.
 - ii. **Conference** - Name of conference, location of conference, topic and materials to present, how the conference will contribute to the academic and professional advancement and development of the student(s), and number of people estimated to attend.
 - iii. **Research** - Name of research project, how the research will contribute to your thesis, how the research will contribute to the academic and professional advancement and development of the student/s.

STEP 3: BUDGET

- Create itemized budget with total amount requested. Give your best estimate.
 1. Flight
 2. Hotel (**Airbnb not approved**)
 3. Conference
 4. Transportation (**Uber, Lyft, and Taxi**) (**rental vehicle not approved**)
 5. Breakfast, Lunch and Dinner

STEP 4: FACULTY ADVISOR ENDORSEMENT

- a) Obtain a short letter of recommendation from faculty advisor.
- b) Endorsement should be no more than 300 words.
- c) Endorsement should include how the event or research will contribute to the academic and professional development of the student(s), and why this particular individual or organization should be considered.

STEP 5: CREATE SUBMISSION FILE

Using your Last Name as the name for the PDF submission file, create a single PDF file by merging the above documents in the following order:

- I. Cover Page (scanned)
- II. Abstract
- III. Budget
- IV. Faculty Advisor Endorsement
- V. Conference Acceptance (if applicable)

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TRAVEL REQUEST – Form must be attached with application

- If you are traveling you must fill out this form and attach it to your application when you submit it to WH-D 445 or email at: vmolina@csudh.edu
- Link: <https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/accounting-services-form-CSUDH-Travel-Request.pdf?CSUDH+Travel+Request>
- You only need to fill out the following sections:
 1. Name of Traveler
 2. Purpose of Trip
 3. Destination
 4. Date(s) of Trip
 5. Out of State Travel ONLY (if applicable)
 - a. AG list of AB1887 affected states reviewed (<https://oag.ca.gov/ab1887>)
 - b. Travel Initials
 6. Requestor Name and Title
 7. Signature of Requestor
 8. Click on Release of Liability Form

LIABILITY RELEASE FORM - Form must be attached with application

- Each student must complete a release liability form. If traveling to an AB1887 state, attach signature of agreement to travel for each student
- List of states that will not be funded: <https://oag.ca.gov/ab1887>
- You only need to fill out the following sections: <https://www.csudh.edu/Assets/csudh-sites/student-life/docs/student-organizations/2016-2017/csudh.waivers.pdf>

1. Activity
2. Activity Date(s) and Time(s)
3. Activity Location
4. Participants Signature
5. Participants Name (Print)
6. Date

You must have prior authorization from Vanessa Cervantes, Graduate Studies Coordinator before attending a Seminar, Conference, or Thesis Research for possible funding.

Following documentation is required for reimbursement

PROOF OF ATTENDANCE (Only if you are pre-approved)

- Please provide the following to show proof of the attendance:
 1. Picture
 2. Pamphlet of event
 3. Sign-in sheet

RECEIPT REQUEST - Form must be attached with application

- While attending an event, student/student organizations must save and make a copy of all receipts:
 1. Travel (Airlines)
 2. Transportation (Uber, Lyft or Taxi – **Car Rental not approved**)
 3. Hotel (No Airbnb)
 4. Food (**Alcohol will not be**)
 5. Conference/Seminar
 6. Complete a Vendor Data Form for reimbursement (<https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/STD204.pdf?VENDOR+DATA+RECORD+STD+204>)
- It is of the utmost importance that all receipts are turned in to the Graduate Studies and Research office (WH-D445)
- If you are driving to the event by car, you must save and submit mileage receipts to the Graduate Studies and Research Office.
- If receipts are not submitted, the student/student organizations must submit a valid reason for this omission.
- Failure to submit all receipts will result in minimum amount granted or no reimbursement.

COMPLETION OF PAPERWORK (After you have returned)

- All completed and signed paperwork must be submitted in person to the Graduate Studies and Research Office (WH-D 445) – For Reimbursement
- Initial application only email, after travel – in person

For more information, please contact:

Vanessa Molina, Graduate Studies Coordinator, vmolina@csudh.edu

In order to receive your awarded funds, after your initial pre-approval, you need to submit all required receipts, travel expense claims and proof of attendance to the Office of Graduate Studies and Research.

Available walk-in hour (hour’s subject to change): If you have any questions before or after travel)

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 a.m. – 12:00 p.m.	3:00 p.m.-5:00 p.m.	2:00 p.m. – 4:00 p.m.	12:00 p.m. – 2:00 p.m.	9:00 a.m. – 11:00 a.m.