

## '23 Undergraduate Student Research Award

The CSUDH Office of Undergraduate Research provides a campus hub for all students to pursue research opportunities. Our goal is to connect students with faculty-sponsored research, provide funding support for research and learning, and create opportunities for undergraduates to showcase their research findings on campus, in the community, and across the state and nation. We define research broadly to include all scholarly and creative outputs, and eligible undergraduates from any discipline are encouraged to apply for support.

### Information and Guidelines

This award has been established to support and encourage student research under the guidance of sponsoring CSUDH faculty mentors. This award is not intended to cover the entire cost of a project or conference attendance but is intended to defray the costs of student's research efforts. To avoid the appearance of taxable compensation, funds will be awarded on a reimbursement basis or in the form of direct payments to vendors and suppliers. However, direct payment for non-travel expenses is the preferred and most acceptable method of payment. **All travel will be awarded on a reimbursement basis.** Funds may be redeemed in the following ways: (I) Professional Development (conference registration payment and travel expenses) and/or (II) Student Research-Related Expenses (specifically for student's research project which may include traveling to research sites). **The student's project, funding requests for purchases, and/or travel must be endorsed by the student's CSUDH faculty mentor in this application.** Please do not hesitate to reach out to the OUR Staff should you have any questions or need assistance completing this application. We are happy to help!

#### I. Research-Related Expenses: (Pre-approval and purchase justification are required for all expense requests)

The purpose of this fund is to assist students with costs associated with their research, scholarly or creative activities.

##### Research-related expenses may include:

- Research books, software\*, computer storage (portable hard drives are prohibited), supplies, materials, or small equipment
- Photocopying and poster printing
- Publication submission fees, printing charges, author publishing charges or article processing charges (APCs), Subscriptions (ex: research journals)
- Expenses associated with travel to a field site or laboratory (more than 50 miles away)
- Transcription services\*
- Research subject incentives (ex: gift cards)

*\*Software and Transcription services are discouraged, as they require a review process and multiple layers of approval, which may delay the progress of the research project.*

#### II. Professional Development: (Pre-approval is required for travel)

The purpose of this fund is to cover conference registration fees and travel expenses for professional conferences/meetings. The goal is to support the dissemination of undergraduate research findings and to provide the opportunity for students to communicate their work to others in a professional setting. In addition to students sharing their research, conference participation exposes them to cutting-edge research from leaders in their field. Exposure to research that is currently being done, empowers students to continue their interest and builds excitement for research. During the conference, students can explore various graduate programs across the nation as well as funding options. Students will connect with experts within their field and engage with other scholars outside of their usual environment and establish significant contacts through networking. If travel is involved (airfare, hotel, transportation services), the student must complete (1) a travel authorization form (submitted 30 days in advance of travel) and (2) a liability waiver. **Student presenters and non-presenting attendees are both eligible.**

## Eligibility

- Preferred GPA over 2.5. Student must be in good academic standing
- Currently enrolled in 6 or more units, undergraduate student status at CSUDH, and must be enrolled during the term in which funds are requested
- Students must apply *before* they present or attend a conference
- Only one student per research project can be funded
- Students will only be eligible to receive support once per academic year (summers not included)
- Students are required to hold current enrollment during the conference attendance time period
- The award cannot be applied to post-graduate conference attendance
- Funds must be used within the 2023-24 academic year and expended by **December 15, 2023**.

## Amount of Award

Eligible undergraduate student applicants will receive up to **\$400.00** in funding.

## Application Guidelines

Students may apply by submitting an application form to the OUR ([OUR@csudh.edu](mailto:OUR@csudh.edu)). The application must be written by the student, describe the project's aim and methodology, and include a detailed budget. For all requests, the student's application must identify how the funds will help reach the student's research goals. The student's application must include a statement of support from a faculty mentor that endorses the proposal and outlines how the faculty mentor will participate in, supervise, or advise the student about his or her project. If the project involves working with human or animal subjects, provide a copy of the approval letter for the study from the relevant review committee (Ex: IRB for human subjects or IACUC for animal subjects).

## Notification

Applications are accepted and reviewed on a first come-first served basis, during the academic term (Fall/Spring) with notification of results within four weeks. Funding is limited and will be available until exhausted. Students who receive support from other funded programs may receive smaller awards or lower priority for funding. Students who receive awards will be given subsequent instructions on how to request/expend the funds.

## Reporting Requirement

Funded students are required to submit a written testimonial and a short questionnaire for evaluation/assessment purposes. Conference attendees are required to provide pictures of themselves attending or presenting at the conference to document their experience. Pictures and testimonials will be featured on the OUR website, newsletter and social media channels. All funded students are also required to present their results at the annual CSUDH Student Research Conference if feasible.

## Application Deadline and Submission Instructions

The Fall 2023 application submission deadline is **Monday, November 27, 2023**. Applications will be accepted and reviewed on a first come-first served basis until funds are exhausted. It is strongly encouraged that students apply ASAP. Awardees must expend all funds by **December 15, 2023**. Please save your completed application and documentation as a single PDF file.

Please save the file as, "**FirstName\_LastName\_OUR\_Fall\_2023\_Award**". Your EMAIL SUBJECT LINE should read as follows: "**OUR Fall 2023 Award**" and submit via email to [OUR@csudh.edu](mailto:OUR@csudh.edu).

# Application Cover Sheet

Please complete this form and attached applicable documentation.  
 Applications should be submitted to the Office of Undergraduate Research at  
[OUR@csudh.edu](mailto:OUR@csudh.edu).  
 by **Monday, NOVEMBER 27, 2023**

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**Student Name** (First and Last) **Student ID #** **Expected Graduation Date** (Ex: Spring 2024)

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**Address** **City/State/Zip**

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**CSUDH Email Address** **Alternate Email Address**

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**Cell Number** **Alternate Phone Number**

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**Overall GPA** **CSUDH GPA** **Class Level** (Ex: freshmen, sophomore, junior, senior)

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**Major(s)** **Minor(s)**

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**Title of Research Project**

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**Projected Completion Date of Project**

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**\$**

**Total amount of funding requested**

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**\$**

**Total amount of related funds granted by other funding sources/programs** (ex: RISE, U-RISE, LSAMP, McNair, Mellon Mays, etc.)

**On a separate sheet, provide the following:**

**PROJECT DESCRIPTION**

Provide 1) a one paragraph abstract of the project written for the general reader and 2) a brief narrative description of the project and its execution. In the narrative, describe the project and explain how these funds will support your research efforts. Please be concise and do not exceed two (2) pages double-spaced for your abstract and project narrative.

**PROJECT BUDGET**

Provide a detailed description of expenses associated with your project, using the attached Project Budget form. Your budget should include actual prices (with tax) or quotations whenever possible.

**FACULTY MENTOR ENDORSEMENT**

The faculty mentor must provide a signature as an indication of support for this project, funding request for purchases, and/or travel.

\_\_\_\_\_  
**Print Name of Faculty Mentor**

\_\_\_\_\_  
**Signature of Faculty Mentor**

\_\_\_\_\_  
**Department** **Email**

Does the student's research proposal require Institutional Review Board (IRB) approval? **YES**  **NO**   
 If YES, has it been approved? **YES**  **NO**  **N/A**

**Faculty Comments:** Please provide a brief statement of support in the space provided. Statements should NOT exceed 250 words. Please include information regarding how well you know the applicant and the nature of your relationship. Is the applicant prepared for this work? What is your evaluation of the importance of the proposed research (e.g., contribution to field & originality of the research)? How will you participate in, supervise, or advise the student about his or her project? Please do not re-describe the proposed research in your statement; the student should describe the details of their own work.

*(Please use additional space if needed but do NOT exceed 250 words)*

**APPLICANT AGREEMENT/ACKNOWLEDGEMENT**

I acknowledge that all information provided by me in this application is true and accurate to the best of my knowledge. I understand and agree that the Office of Undergraduate Research reserves the right to verify information stated in this application. I authorize the office staff to review my CSUDH academic records and student profile for information needed to complete the evaluation of my application. I understand that funds remaining in my grant after December 15, 2023, will be returned to the student research fund and made available to other students.

\_\_\_\_\_  
**Signature of Student** **Date**

# PROJECT BUDGET

## I. Research-Related Expenses

(Pre-approval and purchase justifications are required for all requested expenses). *Use an additional sheet, if needed.*

EXPENSE	COST	QTY	DESCRIPTION & Purchasing Website Links
Project/Lab Supplies & Materials:			
Research Subject Incentives:			
Service Fees:			
Travel to a Field Site or Lab:			
Other:			

## II. Professional Development

(If your research project involves travel, pre-approval is required. You must request **Travel Approval** and complete a **Liability Waiver** through your department). Travel expenses and registration fees must be paid upfront for reimbursement (direct payment is unallowable for this award).

TRAVEL & CONFERENCE REGISTRATION	
Conference, Event, or Seminar <u>Registration Fee:</u>	\$
Name of Conference/Event or Research Site & <u>web link:</u>	
Dates of Attendance:	
Location (City & State):	
Are you presenting? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, include abstract in the PROJECT DESCRIPTION and attach proof of abstract acceptance w/ application	Will your faculty mentor be attending? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Please provide the following <u>required</u> documentation for REIMBURSEMENT upon your return to <a href="mailto:OUR@csudh.edu">OUR@csudh.edu</a></b>	
<b>RECEIPTS:</b> <ul style="list-style-type: none"> <li>• Paid registration confirmation (memberships fees will not be reimbursed)</li> <li>• Travel (Airfare, Train, etc.)</li> <li>• Hotel/Lodging</li> <li>• Food (Any meals provided by the event or included in the registration, will not be reimbursed. Alcohol will not be reimbursed. <b>Do not</b> charge food to hotel)</li> <li>• Ground transportation (Uber, Lyft, Bus, or Taxi). <i>Car rental is unallowable</i></li> </ul> <b>Complete a TRAVEL EXPENSE CLAIM (click link below to access form):</b> <a href="#">→Travel Expense Claim Form</a>	<b>MILEAGE:</b> If driving by car, provide a copy of mileage documentation by using a mileage tracking app (ex: <a href="#">Google Maps</a> ) to show mileage to and from the starting point and destination  <b>PROOF OF ATTENDANCE:</b> <ul style="list-style-type: none"> <li>• Program/agenda for conference, workshop/seminar</li> <li>• Provide photo of you attending the event</li> </ul> *Final documentation is due within 30 days after travel*

## III. Total Expenses

FUND TYPE	COST	COMMENTS
Research-Related Expenses (Section I)	\$	
Professional Development Expenses (Section II) (Travel/Conference Registration)	\$	
<b>TOTAL EXPENSES</b> (tax/fees included)	\$	

<b>APPLICATION CHECKLIST</b>		
	<b>APPLICATION COVER SHEET</b>	Fill-in all requested information
	<b>PROJECT DESCRIPTION</b> (If presenting, include research abstract submitted to the conference)	(1) a one paragraph abstract of the project written for the general reader and (2) a brief narrative description of the project and its execution
	<b>PROJECT BUDGET</b>	Include a description of supplies, materials, incentives, services, registration, airfare, mileage, meals, etc. Include the price (including taxes/fees), quantity, and purchasing website links
	<b>FACULTY MENTOR ENDORSEMENT</b>	To be completed and signed by faculty mentor (250 word max)
	<b>INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL</b> (if applicable)	A copy of the IRB approval letter is required if requesting funds for research that uses humans subjects and/or for research participant incentives (ex: gift cards)
	<b>INSTITUTION ANIMAL CARE AND USE COMMITTEE (IACUC) APPROVAL</b> (if applicable)	A copy of the IACUC approval letter is required if requesting funds for research that uses animals
	<b>TRAVEL REQUEST</b> (if applicable)	Complete the travel request form and include it in the single PDF application file. Complete the Out-of-State Travel Addendum, if applicable <b>Click link to access form → <a href="#">Travel Request Form</a></b>
	<b>LIABILITY WAIVER FORM</b> (if applicable)	Complete the liability waiver form and include it in the single PDF application file (INCLUDE FORM LINK) <b>Click link to access form → <a href="#">Liability Waiver Form</a></b>
	<b>APPLICANT AGREEMENT/ ACKNOWLEDGEMENT</b>	To be signed and dated by student applicant
	<b>APPLICATION SUBMISSION INSTRUCTIONS</b>	(1) Save your completed application and documentation as a single PDF file. (2) Save the file as, <b>FirstName_LastName_OUR_Fall_2023_Award</b> . (3) Your EMAIL SUBJECT LINE should read as follows: <b>“OUR Fall 2023 Award”</b> and (4) Submit via email to <a href="mailto:OUR@csudh.edu">OUR@csudh.edu</a> by <b>November 27, 2023</b>

**Contact us!**

For questions or assistance, contact the OUR at [OUR@csudh.edu](mailto:OUR@csudh.edu) or (310) 243-3392