

Fall '21 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, 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 research mentors. This award is not intended to cover the entire cost of a research project or conference attendance but is intended to defray the costs of student's research efforts. In order 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 is the preferred and most acceptable method of payment. ***Expense requests must come directly from the student's CSUDH faculty research mentor.*** Funds may be redeemed in the following ways: (I) Professional Development (conference registration payment) and/or (II) Student Research-Related Expenses (specifically for student's research project).

I. Research-Related Expenses: (Prior 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 projects including presentation posters, printing, and publication expenses.

Research-related expenses may include:

- Research books, software*, computer storage (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)
- Transcription services*
- Research subject incentives (ex: gift cards)

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

II. Professional Development: (Conference registration invoice and proof of abstract acceptance is required)

The purpose of this fund is to cover conference registration fees for professional conferences and meetings. The goal is to support 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 also 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 research scholars outside of their usual environment and establish significant contacts through networking. ***Student presenters and non-presenting attendees are eligible.***

Eligibility

- Minimum GPA requirement of 2.8. Student must be in good academic standing
- Currently enrolled, full-time, undergraduate student 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
- 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 2021-22 academic year, and expended by **May 31, 2022**

Amount of Award

Eligible undergraduate student applicants will receive up to **\$300** in funding.

Application Guidelines

Students may apply by submitting an application form to the OUR (OUR@csudh.edu). The application must describe the project 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 sponsor/mentor that endorses the proposal and outlines how the faculty sponsor/mentor will participate in, supervise, or advise the student about his or her project.

Notification

Applications are accepted and reviewed on a first come-first served basis, mid-month during the academic term (fall/spring), with notification of results by the end of that month. Funding is limited and will be available until exhausted. Students who receive support from other research 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 presenters are required to provide pictures of themselves presenting at the conference to document their experience. Pictures and testimonials will be featured on the OUR website, GSR newsletter and social media channels. All funded students are also required to present their results at the annual CSUDH Student Research Conference.

Application Deadline

The Fall 2021 application submission deadline is **Wednesday, December 1, 2021 no later than 5:00 pm** (applications will be accepted and reviewed on a first come-first served basis, until funds are exhausted). All funds must be expended by **May 31, 2022**. There will be another application round released in Spring 2022, for the period between January 2022 to May 2022. Students will only be eligible to receive support once per academic year.

Application Cover Sheet

Please complete this form and attach it to your project description and budget. Applications should be submitted to the Office of Undergraduate Research at OUR@csudh.edu

Student Name (First and Last)	Student ID #	Expected graduation date (Ex: Spring 2023)
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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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Faculty Sponsor/Mentor	Department	Email Address
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Title of research project

Total amount of funding requested

Total amount of related funds granted by other funding sources/programs (ex: 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. In the narrative, describe the project and explain how these research 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 or quotations whenever possible.

FACULTY ENDORSEMENT

The faculty sponsor/mentor must provide a signature as an indication of support for this project.

Print Name of Faculty Sponsor/Mentor

Signature of Faculty Sponsor/Mentor

Department

Email

Has the student been required to submit his/her proposal to Institutional Review Board for review? If so, 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 May 31, 2022, will be returned to the student research fund and made available to other students.

Signature of Student

Date

PROJECT BUDGET

I. Research-Related Expenses

(Prior approval from the Office of GSR and purchase justifications are required for all requested expenses)

EXPENSE	COST	DETAILS/DESCRIPTION
Consumable Supplies/Materials		
Non-Consumable Supplies/Materials		
Small Equipment		
Research Subject Incentives		
Fees (Printing, Submission, Publication)		
Other (describe)		

II. Professional Development

(This research award does not support funding for travel. However, if your research project involves travel, you must request Travel Approval and complete a Student Travel Waiver through your department prior to applying)

CONFERENCE REGISTRATION FEES	
Cost of Conference Registration Fees:	
Name of Conference:	
Dates of Attendance:	
Location (City & State):	
Are you presenting? YES NO	
If YES, student "presenters" must pay for registration fees upfront for reimbursement (direct payment is unallowable)	
Required documents for PRESENTERS:	
1. Provide paid registration confirmation receipt indicating \$0 balance	
2. Provide conference program/agenda	
3. Provide confirmation of research abstract acceptance	
4. Provide snapshot of you presenting (upon return)	
Student registration fees will be reimbursed after all documents are provided	
Will you be attending only? YES NO	Will your faculty sponsor/mentor be attending? YES NO
Require documents for NON-PRESENTERS: (direct payment and reimbursement is allowable)	
1. Provide registration invoice (for direct payment)	
2. Provide paid registration confirmation receipt indicating \$0 balance (for reimbursement)	
3. Provide conference program/agenda	
Student registration fees will be paid directly or reimbursed once all documents are provided	
Does your participation require travel?	
YES NO	
If YES, a copy of your travel approval and student travel waiver will be required	

II. Total Expenses

FUND TYPE	COST	COMMENTS
Total Research Expenses (I)		
Total Conference Registration Expenses (II)		
TOTAL EXPENSES		