

POLICY CONCERNING ASI RESEARCH GRANTS

PURPOSE

The purpose of this policy is to provide guidelines for the administration of the Associated Students, Inc. (ASI) Research Grants. The ASI Research Grants are available to California State University Fullerton (CSU Fullerton) graduate and undergraduate students from all fields of study involved in supervised research. The ASI Research Grants are administered by ASI Leader and Program Development. The application process begins during the Fall semester and the recipients of the grant are notified by the first week of the Spring semester.

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WHO SHOULD KNOW THIS POLICY

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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
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DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Consumable items	Materials or products, which will be exhausted during the research process
Non-consumable items	Items determined to have a useful life extending longer than one year

STANDARDS

1. PROCESS

An extensive, one-time Research Grant application form is available in ASI Leader and Program Development by approximately mid-October of each academic year. Academic research grants cover fall and spring semesters.

Before submission to the ASI Research Grant Committee, all Research Grant Applications shall be submitted by the applicant to any applicable CSUF offices on committees as a part of the established research procedures on campus.

ASI will provide funds for consumable and non-consumable items used during the research process, as approved by the Research Grant Committee. Consumable items are materials or products, which will be exhausted during the research process. Non-consumable items are those items determined to have a useful life extending longer than one year. Non-consumable items must be returned to the grant recipient's departmental office after the research is complete, but no later than June 30th of the academic year in which the research grant is awarded, and must be made available to students by said departments.

All Research Grant Funds must be spent during the academic year in which the Research Grant is awarded. Research Grant expense receipts **MUST** be submitted **BEFORE** the end of the academic year. An academic year begins on July 1st and ends on June 30th.

The maximum Research Grant allocation is \$2,500 unless recommended otherwise by the Research Grant Committee and approved by the ASI Board of Directors. The amount allocated for each Research Grant request will be determined by the Research Grant Committee.

2. COMMITTEE COMPOSITION

The ASI Research Grant Committee shall be composed of nine members. One of the committee members must be a faculty member holding a doctoral degree. The remaining members shall be students. Each College shall be represented by the chair or designee of its respective inter-club council. The ASI Executive Vice President shall chair the Research Grant Committee.

DATE APPROVED: 04/03/2018