

ASI Student Research Grant Application 2018-2019

Keep this Check List for your records.

Before handing in your Research Grant Application to the TSU Upstairs Desk, TSU 202, please check to see that you have done the following:

1. *General Information (Section I)* is on a SINGLE & SEPARATE sheet of paper.
2. *Abstract (Section II)* is explained in layperson's terms. Make sure you have made clear the relationship between your research and how the funding will be used.
3. *Expenditure Pages (Section III)* include items 1-5 for each vendor, and each vendor is on a SINGLE and SEPARATE sheet of paper.
4. *Past/Current Grant Information (Section IV)* is on a SINGLE and SEPARATE sheet of paper.
5. *Faculty letter (Section V)* included, DOES NOT HAVE STUDENT NAME on it, only the student's CAMPUS WIDE ID #.
6. *Special Considerations Page* is filled out correctly and signed by all necessary parties.
7. Application is due by **4pm on November 9, 2018**. NO EXCEPTIONS.

Please note that if these directions have not been followed there is a chance that your application will not be considered for funding.

Please also note that if you were allocated ASI Student Research Grant Funds last year and did not submit the required ASI Student Research Grant Compliance Report, you will not be eligible for funding this year.

The Grant Compliance Report for 2018-2019 ASI Student Research Grants is due on May 31, 2019. If you have any questions, please contact ASI Leader and Program Development at asprogsupport@fullerton.edu.

ASI Leader and Program Development
TSU Upstairs Desk
Titan Student Union, Room 202
asprogsupport@fullerton.edu
657.278.7734

Deisy S. Hernandez, Office Coordinator
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ASI Student Research Grant Guidelines 2018-2019 Applications

Deadline: November 9, 2018 by 4:00 p.m. to TSU Upstairs Desk, TSU-202. No late applications will be accepted.

General Information and Requirements

1. The ASI Board of Directors established the ASI Student Research Grant program to support the academic research of students as part of their academic program, e.g. capstones, graduate thesis and other curricular activities. The ASI does not provide funding to support faculty or staff research.
2. The ASI Research Grant Committee reviews all proposals submitted at its annual (semesterly) meeting. Grants are awarded based on the merit of the proposal. All decisions are final.
3. There is a \$2,500 limit on awards. ASI Student Research Grants are awarded in increments of \$50.
4. The ASI does not fund the costs of printing thesis, telephone calls, lodging in a private/rental home, conference travel or research/lab assistant wages.
5. Grants are for research being done in the Spring 2019 semester. Retroactive funding is not allowed.
6. Applicants must be enrolled for the Fall 2018 and Spring 2019 semesters as degree-seeking Cal State Fullerton students.
 - a) Verification of Fall enrollment is made on November 13, 2018.
 - b) Verification of Spring enrollment is made on January 2, 2019.
7. To be considered for funding:
 - a) Applicants must have a cumulative GPA of 2.0 or higher and have at least a 2.0 GPA for the Fall semester.
 - b) Applicants who received research grant funding last year must have submitted a required ASI Student Research Grant Compliance Report.

Awards and Disbursement of Funds

1. If awarded an ASI Student Research Grant, the recipient must complete the ASI Student Research Grant Agreement form and return it to ASI Leader and Program Development before receiving grant funds.
2. Expenditures must be within the categories budgeted in the application. Written permission is required for budget adjustments prior to spending funds.
3. Recipients must submit a Grant Compliance Report to ASI Leader and Program Development, TSU 202, by May 31, 2019 at 4pm. The report should include (a) what was accomplished during the time period, (b) how the ASI funding was used, (c) what the future of the project is or what the results have been, (d) a completed and signed Use of Funds Certification Form, and (e) all original receipts.

What is Fundable?

For each item requested, the applicant must submit a justification making clear the relationship between the research and the items requested. ASI funds the following types of requests:

- a) *Non-consumable items*, i.e. items with a shelf life of more than one year. By June 30, 2019, students are responsible for surrendering all non-consumable items to their department. *It is not the intent of the ASI Student Research Grant Program to upgrade university labs. Non-consumables need to be directly relevant to the research and not presently available through the university.*
- b) *Consumable Items*, i.e. items with a short shelf life or that are used just once.
- c) *Postage for interviews and surveys not to exceed \$100.*
- d) *Study-Site Travel*. The study site must be at least a minimum of 100 miles away from campus and within the USA. Sites must be specifically listed on the Expenditure Page(s) with the amount of miles from campus. Mileage is reimbursable at the rate of \$0.545 per mile. Additional documentation is required before traveling; recipient must contact ASI Leader and Program Development to ensure that all requirements are met. (There are restrictions for distance that recipients can drive. Please contact ASI Leader and Program Development for more information.)

Application Layout and Content Requirements

Directions:

1. Failure to comply with any requirement may result in non-funding.
2. Applications should be typed with:
 - a. A font size no less than 10 points & no greater than 12 points
 - b. One (1) inch margins
 - c. Pages Numbered
 - d. A header in the upper-right hand corner that includes your Campus Wide ID number on each page.
3. Double-check to ensure that you have provided the complete information required.

I. General Information – Page 1, on a Single & Separate Sheet of Paper

Please include the following information on a **single & separate sheet of paper**.

1. Campus Wide ID #
2. Personal Information
 - a) Full Name (First, Middle, Last)
3. Contact Information
 - a) Current Address (Street, City, ZIP Code)
 - b) Primary Telephone Number & (optional) Secondary Telephone Number
 - c) E-Mail Address
4. Academic Information
 - a) College
 - b) Major and/or Minor
 - c) Year in school (1st year, graduate student, etc.)
 - d) GPA for last two semesters and Cumulative GPA
5. If applicable, Campus Lab Location and Extension
6. Faculty Advisor Information
 - a) Name
 - b) On-Campus Address & Phone Number
 - c) E-Mail Address
7. Total Amount Requested from ASI (Grants are awarded in increments of \$50 only).
8. Signature and Date of Submission

II. Abstract – No more than 4 pages, double-spaced

Please explain your research in layperson terms.

1. Needs Statement
 - a. Define the problem
 - b. Speak to the importance of the project
2. Objectives
 - a. Explain clearly in layperson's terms what the objectives of the research are.
3. Expected Outcomes
 - a. Detail the expected outcomes, again in layperson's terms
4. ASI Funds Request
 - a. How will the requested ASI funds be used?
 - b. What is the connection between the item(s) requested and the research? Be specific.
5. Research site
6. Other Factors

III. Expenditure Pages – Begin on a new page after Abstract

Provide a **single & separate page** for each vendor.

1. Vendor Name
2. Item Name(s) & Item Number(s)
3. Item Quantity(s)
4. Item Description(s)
5. Justification—Provide the reason for purchasing the item(s). It is your responsibility to draw the connection between what is being purchased and the research being conducted.

IV. Past/Current Grant Information – Begin on a new page after Expenditure pages

Please include the following information on a **single & separate page**.

1. Past ASI Student Research Grant information
 - Award year, grant application number (if applicable), and amount for each year a grant was received
2. Any other current or anticipated awards for this academic year
 - Name of award, amount, date funding starts and ends
 - Restrictions to the above mentioned funding

V. Attach Faculty Recommendation Letter

Student Name shall not appear on letter. Refer to applicant as 'applicant' or 'student'. Do not use 'she' or 'he' or 'his' or 'her' or 'him'. Faculty may only use student's Campus Wide ID Number for reference.

On department letterhead, the faculty letter of recommendation should be one page and include the following:

1. Date written & addressed to the ASI Research Grant Committee
2. Faculty member's name, title, position, phone number, and email address
3. Applicant's special qualifications for conducting this research and the applicant's past performance and grades
4. Attempt to include how this research will benefit the applicant and, perhaps, the CSU Fullerton community
5. Any other pertinent information

ASI Student Research Grant Application—Special Considerations Page

Name: _____ Department: _____ Major: _____

Consult your advisor and check appropriate space(s) if the research involves any of the below whether or not ASI funding is being requested for this portion of the project. ***This page must be signed by you, your advisor and department chair and turned in with your grant application.***

- A. ____ activities that have an actual impact or potential impact on the environment
- B. ____ work in foreign countries
- C. ____ research at a registered historic or cultural site
- D. ____ the need, in some field projects, to ensure that data and samples collected are properly inventoried or archived
- E.* ____ the use of human subjects (including interviews, surveys, etc.)
- F.* ____ the use of vertebrate animals, or endangered species
- G.** ____ the use or disposal of animal carcasses
- H.** ____ recombinant DNA molecules
- I.** ____ the use of hazardous materials (biological, chemical or radioactive) and potentially dangerous equipment or tools
- J.** ____ work with pathogenic or parasitic plants
- K. ____ checking here certifies that none of the above (items A-J) apply to this research

I. The student researcher has reviewed all of the above (items A-K) and agrees to work with their faculty advisor and department chair to ensure compliance with any university established safety protocols and practices should funding be awarded.

| | | |
|---|-----------|------|
| Student Researcher's Name <i>–Print</i> | Signature | Date |
|---|-----------|------|

II. The faculty advisor and department chair in the area the research will be conducted have reviewed this ASI Student Research Grant Application and all of the above (items A-K) and agree to supervise the project and ensure compliance with any university established safety protocols and practices should funding be awarded.

| | | |
|---------------------------------------|-----------|------|
| Department Chair's Name <i>–Print</i> | Signature | Date |
|---------------------------------------|-----------|------|

| | | |
|---------------------------------------|-----------|------|
| Faculty Advisor's Name - <i>Print</i> | Signature | Date |
|---------------------------------------|-----------|------|

* If you have questions regarding items E or F, please contact the Office of Research and Sponsored Projects in ASC-228 (1121 N. State College Blvd., 2nd Fl. Fullerton, CA 92831), via phone at 657-278-7719, or via email at irb@fullerton.edu (human subject research) or iacuc@fullerton.edu (animal research).

**If you have questions regarding items G, H, I or J, please contact the Office of Environmental Health and Safety in office T-1475 or via phone at 657-278-7233.