

## POLICY CONCERNING ASI RESEARCH GRANTS

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### 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 (Cal State Fullerton) graduate and undergraduate students from all fields of study involved in supervised research. The ASI Research Grants are administered by ASI Corporate Affairs. 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"> <li><input checked="" type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input checked="" type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
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### DEFINITIONS

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

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

## **STANDARDS**

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### **REQUIREMENTS**

The ASI Board of Directors established the ASI Student Research Grant program to support the academic research and creative activities of undergraduate and graduate students seeking a degree at CSUF. Grants are awarded in the fall for research being done in the spring semester. ASI does not provide funding to support faculty or staff research.

### **REVIEW**

The ASI Research Grant Committee reviews all completed/submitted research grant proposals annually.

#### **1. FUNDING**

The maximum Research Grant allocation is \$2,500 per award, per applicant, unless otherwise recommended 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.

Funds are awarded in increments of \$50.00.

ASI does not fund the costs of printing thesis, telephone calls, lodging in a private/rental home, conference travel or research/lab assistant wages.

### **ELIGIBILITY**

Applicants must be enrolled for the fall and spring semesters as degree-seeking Cal State Fullerton students.

Awards allocated in the fall are for spring research projects. Retroactive funding is not allowed.

To be considered for funding:

- a. Undergraduate applicants must have a cumulative GPA of 2.0 or higher and have at least a 2.0 GPA for the fall semester.
- b. Graduate applicants must have a GPA of 3.0 and be in good academic standing.  
Applicants who received research grant funding in the prior year must have submitted the required ASI Student Research Grant Compliance Report.

### **PROCESS**

An extensive, one-time Research Grant application form is available through the link provided on the ASI website and through the application portal by approximately mid-October of each academic year. Academic research grants cover the spring semester.

Before submission to the ASI Research Grant Committee, all Research Grant Applications shall be reviewed and approved by the college Department Chair and Faculty Advisor of the student applicant.

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. *Non-consumables need to be directly relevant to the research and not presently available through the university.*

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.

### **COMMITTEE COMPOSITION**

The ASI Research Grant Committee shall be composed of 10 members. The Committee members must include a CSUF faculty member holding a doctoral degree, specializing in undergraduate and/or graduate research. The remaining members shall be students. Each College shall be represented by the chair or designee of its respective inter-club council. The ASI Vice President shall chair the Research Grant Committee.

ASI shall work with the Office of Sponsored Projects and Research to review and recommend applicants for grant funding.

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**DATE APPROVED: 04/03/2018**

**DATE REVISED: 10/17/2023**