ASI Research Grants 2024-2025 Application Information Sheet
Deadline: December 1, 2024 at 11:59 pm. No late applications will be accepted.
Application Link: [ASI Student Research Grant Application](#) (InfoReady)

General Information and Requirements
1. 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. 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 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 an upcoming semester. Retroactive funding is not allowed.
6. Applicants must be enrolled for the Fall 2024 and Spring 2025 semesters as degree-seeking Cal State Fullerton students.
7. 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. Graduate applicants must have a GPA of 3.0 and be in good academic standing.
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 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 through the InfoReady application portal, by May 30, 2025 at 5pm. The report should include (a) what was accomplished during the research 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) scanned copies of 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, 2025, 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 number of

miles from campus. Mileage is reimbursable at the rate of $0.655 per mile. Additional documentation is required before traveling; recipient must contact ASI Student Government to ensure that all requirements are met. (There are restrictions for distance that recipients can drive. Please contact ASI Student Government for more information.)

Application Layout and Content Requirements

Directions:
➢ Failure to comply with any requirement may result in non-funding.
➢ Double-check to ensure that you have provided the complete information required.
➢ You can stop and save your progress as a draft at any time.
➢ You must complete and submit your application before the deadline to be considered for grant funding.

General Information – Please be prepared to provide the following information in the InfoReady application.
➢ Campus Wide ID #
➢ Personal Information: Full Name (First, Middle, Last)
➢ Contact Information
  o Current Address (Street, City, ZIP Code)
  o Primary Telephone Number & (optional) Secondary Telephone Number
  o E-Mail Address
➢ Academic Information
  o College
  o Major or program
  o Year in school (Junior, Senior, 1$_{st}$ year graduate student, etc.)
  o GPA for last two semesters and Cumulative GPA
  o If applicable, Campus Lab Location and Extension
  o Faculty Advisor Information
    o Name
    o On-Campus Address & Phone Number
    o E-Mail Address
➢ Total Amount Requested from ASI (Grants are awarded in increments of $50 only).
➢ Acknowledgement

Research Abstract

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

Expenditure Pages

Complete the budget/vendor spreadsheet and upload the document in PDF format to the application as directed.
➢ Vendor Name
➢ Item Name(s) & Item Number(s)

- ➢ Item Quantity(s)
- ➢ Item Description(s)
- ➢ 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.

Faculty Recommendation Letter

The Faculty Recommendation Letter should be prepared, signed and uploaded as a PDF document to the application in InfoReady.

- *The Student Name shall not appear on the letter. Refer to applicant as 'applicant' or 'student'. Do not use 'she', 'he', his', '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

Special Considerations

Consult your advisor if the research involves any of the below whether or not ASI funding is being requested for this portion of the project.

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
* 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.

In the application, you will be asked to provide your Department Chair's contact information. Your Faculty Advisor and Department Chair will be required to acknowledge the special considerations information in your application.