

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 (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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| ☒ Budget Area Administrators | ☐ Volunteers |
| ☒ Management Personnel | ☒ Grant Recipients |
| ☐ Supervisors | ☒ Staff |
| ☒ Elected/Appointed Officers | ☒ Students |

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
Cumulative GPA	The grade point average earned by a student while attending Cal State Fullerton. GPA for units transferred from other universities is not included.
Graduate Student	A currently admitted student pursuing a graduate level master's or doctoral degree at Cal State Fullerton
Recipient	A Cal State Fullerton student applicant selected to receive a Research Grant award.

Financial Aid	Financial Aid encompasses various forms of funding, including grants, scholarships, loans, work-study programs, etc., designed to help students cover the costs of higher education.
Office of Financial Aid	The Office of Financial Aid at Cal State Fullerton coordinates payments to students that may include scholarships, grants, loans, and work study programs. The office applies aid for students toward any outstanding amounts owed and distributes remaining funds to the student.
Student Business Services	As part of the Division of Administration and Finance, Student Business Services (SBS) operates as the university's cashiers. They collect, disburse, and allocate funds appropriately between students, banks, and other external funding sources.

STANDARDS

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 Cal State Fullerton. 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.

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 based on the submitted research expense proposal. ASI does not fund the costs of printing thesis, telephone calls, lodging in a private/rental home, conference registration/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 and be in good academic standing.
- b. Graduate applicants must have a fall 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.

- c. Applicants must secure a faculty advisor who will supervise or advise on the project and endorse the research proposal.

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.

ASI will coordinate the distribution of research grants through the Office of Financial Aid at Cal State Fullerton and Student Business Services. All awards will be disbursed to student recipients in advance of the spring semester before the research period begins.

Students must conduct their research in accordance with the approved purpose and intent of the research application and plan.

ASI Research Grant awards shall be approved by the ASI Executive Director or their designee, and the ASI Vice President.

COMMITTEE COMPOSITION

The ASI Research Grant Committee shall be composed of 10 members. The Committee members must include a Cal State Fullerton 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.

Committee members shall be identified during the fall semester, before the close of the research grant application cycle. Committee members shall complete a research grant review and selection orientation before the closing of the application cycle.

Application review and rating shall commence upon the closure of the application cycle. The final review and selection shall be conducted by the ASI Research Grant Committee.

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

DATE APPROVED: 04/03/2018

**DATE REVISED: 10/17/2023
10/21/2025**