Application Guidelines for Graduate | Undergraduate Research Fund

Graduate Studies and Research Mission Statement

The mission of the Office of Graduate Studies and Research is to advance intellectual engagement at CSUSM by empowering the campus community to pursue research, scholarship, and creative activity and by facilitating graduate student success.

Graduate/Undergraduate Research Fund

The Graduate Research Dissemination Fund and Undergraduate Research and Creative Activities Fund support CSUSM students in presenting completed research or creative work, such as papers or posters at academic conferences.

Funds are on a first-come, first-served basis until the academic year's funds are exhausted. Applicants may only receive funding **once as an undergraduate** and **once as a graduate student**. Other funding sources may be considered when determining funding amounts.

Applicants will be notified of decisions via email. Funds are distributed after travel is completed and a travel claim is submitted, including itemized receipts, proof of conference attendance, a photo from the conference, and the student's agenda for the day.

Guidelines:

Requests must be submitted at least **two** weeks in advance before travel. All submissions must be complete; incomplete or late requests will be denied. Funding is provided as reimbursement for approved, actual expenses after travel have been completed, up to a maximum of $500. Advance payment is not available for travel related expenses. However, conference registration fees are an exception and may be paid in advance using a Universal Card. Miscellaneous expenses will only be reimbursed if supporting documentation demonstrates that they are necessary for travel.

If you have any questions, contact the Office of Graduate Studies and Research.

Phone: (760) 750-4066 | Email: ogsr@csusm.edu

California State University SAN MARCOS

Office Graduate Studies and Research Graduate Research Dissemination Fund & Undergraduate Research and Creative Activities Fund

APPLICATION CHECKLIST

- ☐ Read Application Guidelines for Graduate/Undergraduate Research Funds Complete
- ☐ Student Applicant Information Section, including required signature (below)
- ☐ Completed the combined Student Travel Forms.

Indicate your current academic standing: ☐ **Graduate** ☐ **Undergraduate**

Are you currently under the age of 18? ☐ **Yes** ☐ **No**

If under the age of 18 years, your parent/guardian must review and sign both the Conduct and Liability forms.

RESEARCH DISSEMATION ACTIVITY

Briefly describe the activity you are requesting funds for, including the full name of conference (spell out any acronyms) **and the date(s) it will take place. Also outline your planned activities** (e.g., presenting, research, or other academic/professional engagements) **and how they will support your academic progress, professional growth, and career development.**

Briefly list any other funding sources you have applied to or received support from. Include the funding source(s), amount requested or awarded, and contact information if available.

REQUIRED SIGNATURE

Graduate Students: Obtain Graduate Coordinator Signature | Undergraduates: Obtain Faculty Sponsor Signature

Print Graduate Coordinator/Faculty Advisor Name _____ Signature _____ Date _____

OFFICE ONLY

Dean of Graduate Studies _____ Date _____ Amount _____