

GRADUATE RESEARCH ADVANCEMENT AND DEVELOPMENT (GRAD) GRANT:

Travel Funding Application Only

The Department of Graduate Studies and Research is accepting proposals from graduate students and graduate student organizations for the Graduate Research Advancement and Development (GRAD) grant. GRAD will support graduate students in their professional and academic development outside of the classroom in research and creative activities.

ELIGIBILITY:

- Applications for this grant are open to all graduate students with good academic standing and graduate student organizations at California State University, Dominguez Hills.
- The applicant's faculty advisor must approve travel request(s) prior to receiving funding.

APPLICATION SUBMISSION

- Signed Cover Page, Checklist, and all supplementary materials should be emailed as a single PDF file to gstudies@csudh.edu with the subject line "**GRAD Submission, LastName_FirstName_ProgramName_TermApplyingFor.**"
- Your emailed application is due **no later than 11:59 p.m.** on:
 - Spring 2022 applications – **February 15, 2022**
 - Fall 2022 applications – **May 15, 2022**
 - Spring 2023 applications – **December 1, 2022**
- **Late applications will not be accepted. There are no exceptions.**
- **Funding for this grant is not provided during Winter and Summer Sessions.**

PROPOSAL TYPE:

This application is for **traveling to present at regional or national academic conferences, to attend a seminar/workshop, or to carry out your research project.** The award amount is **up to \$1,000.** If you need funding for research supplies, complete the research funding application form instead.

ACTIVITIES:

- Conference travel - For students who have been **accepted to present** at a regional or national academic conference and require funds for lodging, travel, registration, and meals (must submit proof of acceptance to present at the conference).
- Seminar/workshop attendance – For students who are interested in **attending a seminar/workshop** on a topic related to their research and require funds for lodging, travel, registration, and meals (must submit documentation of seminar/workshop).
- Travel to conduct research – For students who need to travel to **collect or analyze data** and require funds for lodging, travel, and meals.

- **All funds MUST be spent and receipts submitted by the following dates**
 - Spring 2022 awards – **May 31, 2022**
 - Fall 2022 awards – **December 31, 2022**
 - Spring 2023 awards – **May 31, 2023**

Applications must be reviewed and approved by the GRAD Committee for awards to be funded. DO NOT assume your expenses will be reimbursed until and unless you receive a notice of award from the Graduate Studies and Research office.

CONTACT:

For more information, please contact Vanessa Cervantes, Senior Graduate Studies Program Specialist at vmolina@csudh.edu.

PROPOSAL PREPARATION AND SUBMISSION STEPS

STEP 1: COVER PAGE

1. Complete and sign the COVER PAGE on page 6.
2. Secure the signature of your faculty advisor.

STEP 2: ABSTRACT & TRAVEL INFORMATION

- **If presenting at a conference:**
 - Include the ABSTRACT for the research you are presenting (with title)
 - Abstract should be no longer than 500 words.
 - Include your letter of acceptance to present at this conference.
 - Include information regarding the event. A written description of the following information is sufficient:
 - Name of the conference, location of the conference, how the conference will contribute to your academic and professional advancement and development, and number of people estimated to attend
- **If attending a seminar/workshop:**
 - Include a DESCRIPTION of the seminar/workshop:
 - Description should be no longer than 500 words.
 - Include the following information:
 - Name of the seminar/workshop, location of the seminar/workshop, how the seminar/workshop will contribute to your academic and professional advancement and development, number of people estimated to attend
- **If traveling to conduct research:**
 - Include a DESCRIPTION of the research to be conducted:
 - Description should be no longer than 500 words.
 - Include the following information:
 - Explanation of the research activities taking place, names of all sites, labs, or facilities to be accessed, locations of all sites, labs, or facilities to be accessed, brief justification of why the travel is necessary/why the research activity cannot be conducted locally, how the research activities will contribute to your academic and professional advancement and development

STEP 3: FACULTY ADVISOR ENDORSEMENT

1. Obtain a short letter of recommendation from your faculty advisor.
 - a. Recommendation should be no more than 300 words.
 - b. Recommendation should include how the event will contribute to the academic and professional development of the student(s) and why this particular individual should be considered.

STEP 4: BUDGET

- Create a spreadsheet with an itemized budget of the total amount requested. Give your best estimate for all applicable items.
 1. Travel (Airlines)
 2. Transportation (Uber, Lyft, or taxi – **Car rental not approved**)
 3. Hotel
 4. Food (**Alcohol purchases will not be reimbursed**)

5. Conference/seminar/workshop registration
6. Facility/lab access fees

STEP 5: TRAVEL REQUEST

- Download and fill out the following form to include in your final application:
 - <https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/Travel-Request-Form.pdf>
- You only need to fill out the following sections:
 - Name of Traveler
 - Purpose of Trip
 - Traveler’s Signature
 - Traveler Type
 - Destination
 - Out-of-State Addendum
 - Date(s) of Trip
 - Trip Details

STEP 6: LIABILITY RELEASE FORM

- Each student must complete a release liability form to include in the final application:
<https://www.csudh.edu/Assets/csudh-sites/student-life/docs/student-organizations/2016-2017/csudh.waivers.pdf>
- You only need to fill out the following sections on the Release of Liability Form.
 - Activity
 - Activity Location
 - Signature
 - Activity Date(s) and Time(s)
 - Participants
 - Participants Name
 - Date

STEP 7: APPLICATION CHECKLIST

- Please use the Application Checklist on page 7 and include the completed checklist in the final PDF.

STEP 8: CREATE SUBMISSION FILE

1. Using “**GRAD_LastName_FirstName_ProgramName_TermApplyingFor**” as the name for the PDF submission file, create a single PDF file by merging the above documents in the following order:
 - I. Cover Page
 - II. Abstract/Conference Information
 - i. Conference Acceptance
 - III. Faculty Advisor Endorsement
 - IV. Budget
 - V. Travel Request Form
 - VI. Liability Release Form
 - VII. Application Checklist

REIMBURSEMENT AFTER YOUR EVENT:

Reimbursement will occur upon approval of your application **and** after your event. To be reimbursed, please submit the following documentation **after** your event:

1. **PROOF OF ATTENDANCE** (Only if you are pre-approved)

- Please provide both of the following to show proof of the attendance:
 1. Picture of yourself at the event.
 2. Pamphlet of event that includes your name as the presenter (If you are a part of a group presenting and your name is not listed, please discuss further options with Vanessa Cervantes.)

2. **RECEIPTS**

- While attending the event, student must save all original receipts:
 1. Travel (Airlines)
 2. Transportation (Uber, Lyft, or Taxi – **Car rental not approved**)
 3. Hotel
 4. Food (**Alcohol will not be reimbursed**)
 5. Conference registration
- It is of the utmost importance that all receipts are submitted in person to the Graduate Studies and Research office (I&I 3100). Must be original receipts; please do not scan or take pictures of receipts (online purchases for airfare, transportation, etc., can be printed or submitted by email).
- If you are driving to the event by car, keep track of mileage usage (example: use Google Maps showing mileage from Point A to Point B and submit a printed copy.)
- **Failure to submit all original receipts may result in no reimbursement.**

COVER PAGE

Please submit this cover page together with all supplementary documents as a **single PDF document** via email with the subject line **“GRAD Submission, LastName_FirstName_ProgramName_TermApplyingFor”** to vmolina@csudh.edu.

Your email must be received no later than 11:59 PM on the listed deadline for the term you are applying for.

Presentation/Project Title: <i>250 characters max</i>	
Student Name:	
Phone:	
Email:	
College:	
Department:	
Event Date(s):	
Amount Requested:	
Estimated Attendance: <i>(If applicable)</i>	
<i>Your signature indicates your support of the enclosed application (required):</i>	
Student Name:	
Student Signature:	
Faculty Advisor Name:	
Faculty Advisor Signature:	

APPLICATION CHECKLIST

Initial Application		
<input type="checkbox"/>	Cover Page:	A completed cover page with both student and faculty advisor signatures (page 6.)
<input type="checkbox"/>	Abstract:	A brief description of the applicant’s conference presentation for the proposed grant (Maximum 500 words). All abstracts must include an estimation of people in attendance.
<input type="checkbox"/>	Conference Acceptance:	A copy of acceptance to present at a regional academic conference (if applicable.)
<input type="checkbox"/>	Travel Information:	A brief description of the conference/seminar/workshop/research activity requiring travel
<input type="checkbox"/>	Faculty Advisor Endorsement:	A copy letter of recommendation endorsing student (Maximum 300 words)
<input type="checkbox"/>	Budget:	Spreadsheet of an itemized budget that includes the cost of registration, airfare, mileage, meals, and refreshments. (Estimate is acceptable)
<input type="checkbox"/>	Travel request:	Complete the travel request and include it within the final PDF application. Fill out Out-of-State Travel Addendum if applicable. https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/Travel-Request-Form.pdf
<input type="checkbox"/>	Liability Release Form:	Complete the liability release form and include it within the final PDF application. https://www.csudh.edu/Assets/csudh-sites/student-life/docs/student-organizations/2016-2017/csudh.waivers.pdf

When you return from travel (for reimbursement):		
<input type="checkbox"/>	Travel and Accommodations Paperwork:	Flight documents, hotel receipts, food, other travel receipts, etc.
<input type="checkbox"/>	Proof of Attendance:	Copy of pictures of attending the event, conference pamphlet/program, etc.
<input type="checkbox"/>	Attachment of Receipts:	Original copies of registration charges, transportation receipts, etc. will need to be turned in to the Office of Graduate Studies and Research (II-3100) in person. NO REIMBURSEMENT FOR ALCOHOL.
<input type="checkbox"/>	Travel Expense Claim	Completed travel expense claim: https://www.csudh.edu/Assets/csudh-sites/accounting-services/docs/Travel-Expense-Claim-2022.pdf

Student must submit final paperwork within one (1) month of returning from travel.
Failure to submit paperwork within this timeline will result in no reimbursement.
No exceptions.