

Faculty/Student Grant Budget Guidelines

I. Research Funding

- A. Requests for disposable supplies (chemicals, reagents) are favored over equipment requests.
- B. Any equipment purchased with the award funding must remain with the university.
- C. Travel costs by car are reimbursed at the CSUSB car reimbursement rate.
 - i. Mileage is determined from the campus to the destination unless the student lives closer to the destination.
 - ii. Each destination should be listed separately by name.
 - iii. A map showing the mileage is determined from the campus to the destination unless the student lives closer to the destination.
- D. Bulking mailing (more than 200 of the same pieces) is encouraged when possible, and funding requests for the first class postage must be justified.
- E. Reproduction costs are funded at \$0.04 per page.
- F. Funding for Research Assistant(s)
- G. Phone cards
- H. Gift cards

II. Expenses that are NOT funded include:

- A. Food, internet access, movies, room service, gym, fees for flight changes, or upgrades of any sort.
- B. Purchasing of a personal desktop computer, laptop, or iPad.
- C. Software, subscription to journals or membership fees.
- D. Funding for personal wages are not allowed.
- E. Single room occupancy (it is expected that students will share rooms)- this should be indicated with the hotel information. Student(s) and faculty are requested to not share a hotel room.
- F. Accommodations at the conference hotel (if less expensive hotels are nearby).
- G. Childcare
- H. The cost of gas
- I. Passport/Visa fees

III. Travel Guidelines

- A. Faculty awarded funds to travel are not authorized for an advance.
- B. Faculty are expected to pay out of pocket for their expenses.
- C. Travel reimbursements will be issued after original receipts of the item you wish to be reimbursed for have been submitted.

Faculty awarded funds must adhere to their department's regulations.

Please note: Proposals/reports accepted become public information and the information in them may be published in various OSR documents, including publishing abstracts and/or the complete text of proposals on OSR's website. If the author of the proposal/report considers the information contained in the submission proprietary or sensitive, a request not to publish the proposal must accompany the proposal/report form.