



OSR Student Grant Program

GENERAL APPLICATION GUIDELINES

DEADLINE JANUARY 26TH, 2018 BY 11:59 PM.

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Program Description

The OSR Student Grant is designed to fund costs associated with faculty mentors, student-based research projects or creative activities outside the classroom. The OSR Student Grant is not designed to cover the costs associated with class projects, class assignments or any activities that are associated with a traditional “in the classroom” course. This grant cannot be used to fund or supplement funding for study abroad trips, student teaching, training, internships or travel. The maximum amount of each award is \$500.

Eligibility

To be eligible, students must be in good academic standing (cumulative GPA 3.0) and registered as a full-time student in any program at CSUSB. If you have received an OSR Student Grant previously, please be aware that preference will be given to new applicants, unless funding permits for additional awardees.

General Submission Guidelines

The following submission guidelines should be followed:

- **Applications are due by January 26th, 2018 by 11:59 PM.**
- Submission of the proposal must be online through the [Qualtrics submission form](#).
- The application must be 3 pages in length.
- All supporting documentation should be submitted at the time of the application submission.
- Proposal budget should not exceed \$500. If you have received an OSR Grant before, please be aware that preference will be given to new applicants, unless funding permits for additional awardees.

DOCUMENT GUIDELINES

Proposals will only be accepted through the online Qualtrics form and must be submitted no later than 5:00 PM on the deadline date.

1. The proposal file must be uploaded in PDF format.
2. The applicant’s name(s) should appear only on the cover page.
3. Please use Times New Roman or Arial font at 12-point size.
4. The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than 1 inch.
5. Please number the pages consecutively beginning with the cover sheet.
6. The complete document must contain the items below and in the order given.

PROPOSAL FORMAT

Research Format

1. Cover Page (one page)
 - A. Include name, department, and project title. Your name should appear only on the cover page. No names should be listed on any other documents as this is a blind review.
2. Narrative (three pages)
 - A. Abstract
 - B. Purpose
 - i. Need for the project (what is its purpose?)
 - ii. Objective of the project (what is to be accomplished?)
 - a. Why are you undertaking this project?
 - b. What are the expected products of the project such as publication, or research and creative activities?
 - C. Methodology
 - i. Describe the activities to be conducted (methods and procedures)
 - a. How will the activities accomplish your stated objectives?
 - b. Feasibility (where, when, duration) of activities.
 - D. The Contribution of the Project
 - i. Elaborate on the contribution to the body of knowledge in your discipline.
3. Analysis of Outcome
 - A. Describe how you plan to analyze your data.
 - B. What future work will or can be done based on your results?
4. Budget
 - A. Upload an itemized budget of all expenses.

BUDGET GUIDELINES

Allowable Expenses

- Request for disposable supplies (chemicals, reagent) are favored over equipment requests.
- Any equipment purchased with the award funding must remain with the university.
- Bulk mailing (more than 200 of the same pieces) is encouraged when possible, and funding requests for the first class postage must be justified.
- Reproduction costs are funded at \$0.04 per page.
- Phone Cards
- Gift Cards
- Student Wages

Non-Allowable Expenses:

- Travel costs to a conference (*please apply for the ASI or IRP Grant*)
 - Transportation or mileage to and from the airport
 - Cost of gas
 - Lodging
- Travel to conduct research and collect data. (*please apply for the ASI or IRP Grant*)
- Food, Internet access, movies, room service, gym, fees for flight changes, or upgrades of any sort.
- Purchasing of a personal desktop computer, laptop or iPad.
- Funding is not provided for software, CSUSB parking permits, subscription to journals or membership fees.
- Child care
- Passport/Visa Fees

Review Criteria

Application for the OSR Student Grants will be competitively evaluated by OSR Awards Committee which consists of 2-3 faculty reviewers per college. Faculty evaluate the proposals from their respective colleges. The quality of the student research or creative activity experience will be a determining factor in being selected. The number of grants awarded depends on budgets and the funds available each year. The committee may require budget revisions and/or reductions and other changes before an award is made.

SCORING RUBRIC FOR OSR STUDENT GRANT PROPOSAL

Please use this rubric to assist with the ranking of your top three proposals.

	Missing (0 PTS)	Needs Improvement (1 PT)	Adequate (2 PTS)	Exemplary (3 PTS)	Score
1) Purpose and Objectives	No research question is posed.	States a vague, untestable research question.	States a clear, but untestable research question.	States a specific testable research question.	
2) Methodology	Explanation of methods is missing.	A weak/vague methods section was provided.	Provides an adequate explanation of the proposed methodology.	Provides a clear explanation of the proposed methodology.	
3) Contribution	Contribution to the applicant's current field is missing.	Contribution to the applicant's current field is unclear.	Contribution to the applicant's current field is appropriately explained.	Contribution to the applicant's current field is clearly and concisely explained.	
4) Role & Benefits to Student Researcher	The rationale to include student is missing.	The rationale to include student is vaguely/weakly explained.	The rationale to include student is adequately explained.	The rationale to include student is clearly and concisely explained.	
5) Feasibility	Information about feasibility is missing.	Feasibility is questionable.	The project appears feasible.	Feasibility is clear and very well presented.	
TOTAL					<u> </u> / 15

Grant Obligations

All awardees of the OSR Student Grants agree to the following terms:

1. Submit a Progress Report and Final Report.

Progress Report:

The progress report will always be due at the end of the academic year. All reports must be submitted by **June 29th, 2018**. Reports can be found on the [grant's webpage](#). Please expect to provide the following information:

- Title of Research.
- Summary of Project.
- The purpose of the research/creative activity project?
- What has been accomplished?
- What remaining research must be completed?
- Expected completion date.

Final Report:

A final report should be submitted to the OSR no more than **one year** from the time you were awarded. Should your project require more time, please contact the OSR. The report should be submitted in PDF format addressing the following questions:

- Title of Research.
- Summarize your research project and your conclusions, and include a discussion of what you gained from doing the project (e.g. interaction with your faculty mentor, insights into a field of study, etc.
- Discuss how the research is related to your academic and career goals.
- Have you published or presented this project?
- Any supplemental documents.

2. Student awardees must apply to present a poster and oral presentation during the Annual Symposium "The Meeting of the Minds" scheduled for May 17th, 2018.

The annual "Meeting of the Minds" allows all CSUSB students to showcase their research and creative activities to the campus community. Awardees of the OSR funding are obligated to participate by presenting both an oral and poster presentation. Awardees should submit their application by January 19th. More information about this annual event can be found at osr.csusb.edu.

3. Student awardees must participate in at least two of OSR's programs and/or events, in addition to the symposium.

Student awardees are encouraged to participate in at least two of OSR programs or activities. Students can attend workshops, events, volunteer, or serve as an editor for the OSR Journal of Student Research. Faculty are also encouraged to attend events, and invite students to workshops.

4. Submit a final paper to the OSR Journal of Student Research.

The OSR Journal of Student Research was established in 2012. The goal is to provide an opportunity for undergraduates and graduates from all CSUSB colleges to be recognized for their work. The journal is a peer-reviewed publication. Each publication within the journal undergoes a double-blind peer review process facilitated by the Journal's Editorial Review Board. The journal is published once a year in September and is available on [Scholarworks](#)

Default Question Block



Student Grant Application

Please note: If you choose to leave and complete the application at a later time, the application will only be saved if you return to the same computer and browser.

Deadline: January 26th, 2018

All supporting documentation should be submitted at the time of the application submission

Applicant Information:

First Name:

Last Name:

Coyote ID:

Primary Phone:

Preferred Email:

Address:

Address:

View Only

Enrollment:

Please complete the information below:

Degree Status (BA, BS, MA, etc.):

Overall GPA:

Major:

Expected Graduation Date:

College:

Faculty Advisor:

First Name:

Last Name:

Email:

Department:

If you've been awarded previously, please indicate the year below.

Title of research or creative activity:**Funding Request:**

Please put exact dollar amount request and do not input values over \$500.

IRB Approval:

The proposal will require the use of (choose all that apply):

If you choose one or more of the above options, please contact Michael Gillespie in Academic Research at (909) 537-7588, UE 108A, to obtain a copy of your approval memo (approval may be pending).

- Human subjects
- Radioactive Materials
- Animal subjects
- Genetic Engineering
- Does Not Apply

Proposal Upload

Before you proceed, please ensure that you have met the following document guidelines:

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4. The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than 1 inch. Please number the pages consecutively beginning with the cover sheet.

Budget Sheet

Alternative Upload

Electronic Signature

I, the [applicant, requester, etc.] for the OSR Student Grant, warrant the truthfulness of the information provided in this application.

Please type your first and last name.

Thank you for applying for the Faculty-Student Grant. You should receive a confirming email within 3 business days, if you do not, please contact our office (909) 537-5058.

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