COVER PAGE

###### California State University Program for Education and Research in Biotechnology (CSUPERB)

###### 2021 SPRING STUDENT TRAVEL GRANT PROGRAM

**Proposal Due Date:** Monday, March 8, 2021 before 5:00 p.m. pacific time

Applicant Information (Must be an enrolled CSU student who has not yet graduated or completed degree program at the time the trip is taken)

|  |  |  |
| --- | --- | --- |
| Name | Phone | Email |
|  |  |  |

CSU Faculty Mentor Information

|  |  |  |
| --- | --- | --- |
| Name | Academic Title | Phone |
|  |  |  |
| Campus | Department | Email |
|  |  |  |

## Specific Details of Meeting, Virtual Meeting, Workshop or Facility/Site Visited

|  |
| --- |
| Name (provide full name of meeting, workshop or site, do not use abbreviations or initials) |
|  |
| Budget Requested *(maximum = $1,500)* | Dates *(between July 1, 2021 – June 30, 2022)* | Location *(City, State and Country, if not the US):* |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Primary Purpose of Travel | Check **only one box**  | Check the appropriate box |
| My primary purpose for travel is to attend a biotechnology-related meeting or conference. | [ ]  | [ ]  Presenting [ ] Organizing [ ]  Attend Only |
| My primary purpose for travel is to attend a biotechnology-related workshop. | [ ]  | [ ]  Attending [ ] Organizing |
| My primary purpose for travel is to collect biotechnology-related data at a shared instrument facility or research site. | [ ]  |  |

**CSU Student Applicant Certification**

By signing this application, I certify that,

1. The statements herein are true, complete and accurate to the best of my knowledge. The writing submitted here is mine and I have appropriately acknowledged all external sources used in this work. I am aware that any false, fictitious, or fraudulent statements or claims may result in the removal of this application from review or in termination of the award.
2. If this application is successful, I will submit a post travel Final Report to CSUPERB.

 *Signature Date*

**CSU Faculty Mentor Certification**

By signing this application, I certify that statements provided herein are true and that I have reviewed this application. I certify I am responsible for supervising any students, paid or unpaid, who travel or work on the project and that those students will complete all required campus trainings required prior to their involvement in the project. For students collecting data, this includes, but is not limited to, safety training, or training specified in IRB or IACUC approvals. I also certify I am responsible for obtaining necessary regulatory compliance approvals from our campus and any necessary approvals from collaborating, external institutions prior to students traveling to collect data for the project.

*Signature Print Name Date*

**CSU Institutional Certification – Dean or Campus-Authorized Designee**

Chief Research Officers and Vice Presidents of Research system-wide have requested that CSUPERB proposals be routed through campus grant “clearance” mechanisms. By signing this proposal we, or our campus-authorized designee, acknowledge that our institution has reviewed the proposed project and supports this grant application. We acknowledge that we monitor compliance with campus regulations regarding student involvement in research activities.

 *Signature Print Name Date*

***Use only single-spaced text, 12 point Times New Roman font or 11 point Arial, with 0.75-inch margins for all text entries in this proposal template.******Failure to follow these guidelines and the page limits described in this template may result in proposal rejection during administrative review****.*

**ABSTRACT AND/OR PROJECT DESCRIPTION**

**Meeting / Workshop**: If you are presenting research results, provide abstract to be submitted, submitted or accepted. Make sure to include title, list of authors, introductory information, and a clear explanation of the project goals, methodology, results, and conclusions. If your submitted or accepted abstract does not include all this information, add a second paragraph containing the information.

**Facility/Site**: Describe the data collection plans and the original research project that will be supported by data collection. This abstract/project description may be posted on the CSUPERB website if the project is funded. Do not include proprietary information.

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**Limit 3/4 page.** **STUDENT ESSAY**

1. In your own words - **explain the significance of the overall research program led by your faculty mentor**.
2. **Describe your individual contribution to the project.** Reviewers will assess whether your contribution to the work presented or collected is **significant** based on what you write here!Try estimating what percent of the total project work you did or will do and **justify** your estimate and explain how it was significant to the project overall.
3. Lastly, **describe secondary benefits that will occur as a result of your planned travel**. *For example only*: presenting research results and also attending a career planning workshop listed on the conference schedule, or collecting data and also learning a new technique.

**Limit 3/4 page**.

**FACULTY MENTOR’S RECOMMENDATION STATEMENT**

Faculty statements should clearly describe the student’s individual role and depth of involvement in the research project and his/her past experience presenting research results or collecting data off-campus. If the student is not the first author or largest contributor to the research presentation or data collection, mentors should explain why they are championing the application.

**Limit 1 page**.

**BUDGET REQUESTED**

Provide an approximate dollar amount for each category.Provide dollar amount of matching funds or other resources that make travel feasible if the maximum CSUPERB travel award ($1,500) will not cover entire cost of trip. **Limit 1 page**.

|  |  |
| --- | --- |
| **Budget Category** | Amount Requested ($) |
| **1. Transportation** |  |
| **Transportation Category Subtotal:** |  |
| **2. Lodging** |  |
| **Lodging Category Subtotal:** |  |
| **3. Meals**  |  |
| **Meals Category Subtotal:** |  |
| 1. **Registration**

List the registration fee for meeting /workshop and/or fee for using specialized facility or site  |  |
| **Registration Category Subtotal:** |  |
| **5. Other** |  |
| **Other Category Subtotal:** |  |
| TOTAL AMOUNT REQUESTED FROM CSUPERB (Maximum Request = $1,500): | $ |
| 6. Other Sources of Funding (funds available, if the maximum CSUPERB travel award does not cover entire cost of trip) |  |
| TOTAL AMOUNT OF OTHER SOURCES OF FUNDING  | $ |

***Administrative Note:*** CSUPERB grants are issued as a result of an internal competition within the CSU and are not subject to Facilities and Administrative (F&A), or indirect, costs. F&A costs are not allowed as a grant-funded expense in proposals submitted in response to RFPs from programs, like CSUPERB, that receive the majority of their support from legislatively appropriated funds, CSU lottery funds or student fees (including State University fees). The F&A foregone at the campus/auxiliary's federally negotiated off-campus rate may be shown as cost match on the proposal. This amount may be used by the auxiliary or enterprise fund as an offset to the university's cost allocation plan, in accordance with EO 753/1000.**BUDGET JUSTIFICATION**

Explain why you need travel support. If the total for the expenses you itemized above is greater than the amount you are requesting, you must explain how you will finance the additional expenses that make travel feasible. Justify your request for lodging if you live within commuting distance of the meeting, workshop or facility/site.

**Limit ½ page**.