REQUEST FOR PROPOSALS

Student Research Steering Committee
2013-14 STUDENT TRAVEL GRANTS
(Travel must be completed no later than June 1, 2014)

DEADLINES: Mon., Oct. 28, 2013 (for SCCUR)
Mon., Nov 11, 2013 (general)
Tues., Feb 4, 2014 (general)

Overview

The Student Research Steering Committee welcomes proposals requesting funding for students for two purposes:

1. One-time registration for the Southern California Conference on Undergraduate Research (SCCUR; $60 per student). SRSC will provide transportation via bus from campus.
2. Travel to conferences to present research, scholarship, or creative activities. Student presentations may be scheduled oral presentations or poster presentations, and must appear in the conference program. Travel reimbursement of up to $700 per student per year may be awarded. Funding may be used for eligible transportation costs, registration fees, lodging, and food.

Original receipts will be required for reimbursement.

Note: Students must be currently enrolled at the time of travel to be eligible for reimbursement. This means a student graduating in December cannot be reimbursed for travel in January. Please note that students may now be reimbursed for mileage or car rental, provided all travel forms are completed before travel commences.

Applications will be accepted in three pools:

1. An early pool of up to $5000 for SCCUR due on October 28, 2013; review period of one week
2. A first general purpose pool (deadline Nov. 11); review period up to two weeks
3. A second general purpose pool (deadline Feb. 4); review period up to two weeks

The two general purpose pools will have equal funding. We will consider applications received off-deadline on a rolling basis and will fund them as resources allow. Additionally, any applications not funded in November may be reconsidered for funding in February. Applications may be submitted prior to acceptance of student presentation into the conference; any funding awarded in these cases require acceptance. Note that travel completed during the month of June will require additional paperwork.

Program Chairs should submit applications from students in that program as one group for each deadline, addressing the appropriate proposal elements provided below. These stipends are available to any student currently enrolled at Channel Islands at the graduate or undergraduate level. A social security number is required for reimbursement. Please send completed proposals to Cindy Wyels (cynthia.wyels@csuci.edu) or Kimmy Kee-Rose (kimmy.kee-rose@csuci.edu).
SCCUR Proposal Elements

Program chairs and PIs of extra-programmatic grants including research components should submit one SCCUR proposal reflecting all applications from that program or grant.

Please prepare a brief but compelling proposal by responding to prompts in the application below, copying Section 2 as necessary for each student group and/or student.

Faculty requesting funding for students should complete Sections 2 and 3 for the relevant students and forward to appropriate chair for inclusion in the full proposal.

For SCCUR proposals, please consider choosing to “Go Green” for a $5 discount off each registration fee. Attendees who Go Green will not receive any printed materials at the conference other than a name badge. Conference schedule, maps, and abstracts will be available online with the use of smartphones or other portable devices.

SCCUR Evaluation Procedure

Applications will be evaluated by an interdisciplinary group of faculty. The committee will weigh several issues such as:

1. Where in his or her academic and research career is a student? (Students at crucial transition points will be given priority.)
2. Is the research project substantial? Long term? Continuing in future? (Students who are engaged in ongoing projects will be given preference over students whose work is a semester-length class project and unlikely to continue.)

In addition, reviewers will make every effort to balance awards across disciplines and student research levels. Submitting Chairs and faculty advisors will then be notified of funding decisions.

General Proposal Elements

Program chairs and PIs of extra-programmatic grants including research components should submit one general proposal reflecting all applications from that program or grant.

Please prepare a brief but compelling proposal by responding to prompts in the application below, copying Sections 2 and 3 as necessary for each student group and/or student.

Faculty requesting funding for students should complete Sections 2 and 3 for the relevant students and forward to appropriate chair for inclusion in the full proposal.

General Evaluation Procedure

Applications will be evaluated by an interdisciplinary group of faculty who are not Faculty Advisors for the research projects requesting travel support in the current cycle. The committee will weigh several issues such as:
1. Has a student made significant efforts to seek additional funding from outside sources?
2. Where in his or her research career is a student? (Students at crucial transition points will be given priority.)
3. Is the research project substantial? Long term? Continuing in future? (Students who are engaged in ongoing projects will be given preference over students whose work is a semester-length class project and unlikely to continue.)
4. How high are the stakes for a particular student at a particular conference?
5. What are the costs for attending the conference?

In addition, reviewers will make every effort to balance awards across disciplines and student research levels. Submitting Chairs and faculty advisors will then be notified of funding decisions.
Application Form

1. Program Chair Section
   a. Discipline chaired
   b. Number of student groups in application
   c. Number of students in application
   d. Total amount of funding requested
   e. BRIEF input from submitting Chair giving any information reviewers might find useful in evaluating proposals. For example, a Chair might want to describe what constitutes Research, Scholarly, and Creative Activities in the relevant discipline.

2. Research Group Section (submit one for each student project requesting funding)
   a. Title of project
   b. Abstract of Project
   c. Faculty advisor for project
   d. Location, date, nature of conference
   e. Budget for requested funds and brief justification

3. Student Section (submit one for each student in a group requesting funding)
   a. Name of student
   b. Number of semesters working on project
   c. Expected graduation date and degree expected
   d. Other sources of travel funding applied for
   e. BRIEF description of why attending this conference is crucial for the student this year