

Travel Support for Student Researchers (TSSR)

Student Name: _____ Phone: _____

Address: _____ (City) _____ (Zip) Email address: _____

CSUB ID # _____ Level: Freshman ____ Soph ____ Junior ____ Senior ____ Graduate ____

Faculty Sponsor: _____ Department: _____

Title of Research Project: _____

Conference / Meeting Sponsor (agency/organization): _____

Date of Conference / Meeting: _____ Location: _____

Description of Student Activities: _____

(i.e., paper presenter, panel discussant, poster session participant, round table participant, etc.)

Abstract of Research Conducted: (Should include the purpose of study or creative activity; detailed description of methodology or creative activity; data analysis, where appropriate; results of study or description of outcome of creative activity. *Attach addendum if necessary*).

Budget Request (attach copies as listed below)**

Transportation: _____

Hotel/Lodging: _____

Registration Fees: _____

TOTAL REQUESTED: _____

The maximum award/reimbursement for approved travel from the GRASP Office can be up to \$800.00. You can also seek other university funding sources to subsidize greater costs. GRASP will work to coordinate with the university office or department to subsidize your travel as appropriate. Will you be requesting/receiving additional funding from another university office or department?

___ Yes ___ No

If yes, please name the additional funding source and provide contact information:

Student Signature: _____

Date: _____

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**Please attach ALL the following documents:

1. Verification of acceptance of student's participation at the meeting (e.g., letter of acceptance by professional association) or verification of participation in research program/ project or creative activity outside of regular courses.
2. Certification that papers/work or program participation were selected through a formal review process. (i.e., Conference pamphlet, Name badge).
3. Personal Statement from each applicant detailing how participation will enhance your educational
4. Program and/or professional development (up to 1 page).
5. Letter of Support from faculty sponsor.
6. Specific budget information (registration form indicating fee).
7. Travel Authorization (This form can be found on the Grants website or CSUB website under Campus Forms).
8. Authorization letter from IRB or IACUC for projects involving human or animal research. For questions, please contact Research Compliance Analyst, Gwen Parnell @ 654-6712 or gparnell@csub.edu (if applicable).

PLEASE NOTE:

Applications will not be considered if any of the requested information is missing or not received.

Applications will be accepted throughout the academic year AND as funding is available.

Final Deadline for submitting an application: May 1st, 2025

Submit application documents to the GRaSP office via email to Manuel Barrera in the Office of Grants, Research, and Sponsored Programs at mbarrera@csub.edu , 661-654-3534, DDH 108D.