



TRAVEL SUPPORT FOR STUDENT RESEARCHERS (TSSR) PROGRAM

Application Guidelines

Purpose

The purpose of the TSSR program is to provide financial support for CSUB undergraduate and graduate students who are presenting a paper summarizing their own research or scholarship or showing their own creative work(s) at a national/regional professional meeting/conference. Papers or creative works must have been selected through a peer review process. Costs associated with online virtual and in-person conferences will be considered and reimbursed.

Level of Support

- Individual students will be awarded **up to \$800** to reimburse registration fees, travel, hotel, and other miscellaneous fees to participate.
- Support is limited to one award per student per academic year.
- First authors on publications/presentations will only be awarded.
- Additional funding from other university sources/offices must be disclosed on the application.

Application Procedures

Applications for this program can be submitted for **FALL or SPRING** travel. In both instances, students will be responsible for costs up front, with reimbursement of actual costs (up to the awarded amount) to take place after the travel is completed. Each student receiving an individual award must work with the sponsoring faculty department support personnel to complete travel authorization/claims through Concur.

Students requesting funds for **FUTURE** travel will submit cost estimates with the application. Students requesting funds for **COMPLETED** travel will submit copies of original receipts with the application.

GRASP student assistants can assist students in completing the TSSR Application through InfoReady portal.

Students will work with their faculty sponsor's department administrative support personnel such as an Administrative Support Coordinator or Administrative Support Assistant to process all travel through Concur.

Students wishing to be considered for funding must complete the online InfoReady application form and **include** the following information:

- **Verification of acceptance** from sponsor of conference of student's participation
- **Personal statement** detailing how participation in this conference will enhance the student's educational program and professional development

Academic Affairs | Office of Grants, Research and Sponsored Programs (GRASP)

California State University, Bakersfield

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- **Letter of support** from the faculty sponsor; signed and dated by the faculty
- Specific **budget information** (registration/transportation/lodging /invoices/reservations)
- **Authorization letter from IRB or IACUC for projects involving human or animal research.** For questions, please contact Research Compliance Analyst, Gwen Parnell @ gparnell@csub.edu or 654-6712 (if applicable).

Failure to provide the above documentation at the time of application submission may result in disqualification.

Application Deadlines

Applications should be submitted in advance of the date/time of the meeting/conference to receive confirmation of funding. Applicants should not wait to submit their applications until the final deadline. Applications will be accepted and awarded as funding is available.

Final Deadline for Applications: due no later than April 5, 2027, or as funding allows.

Applications will be funded based on meeting the eligibility criteria and subject to funding availability.

Applications will be submitted/accepted through the Infoready Portal:

<https://csub.infoready4.com/#>

Review Criteria

- "Level" of the sponsoring organization (national/international; regional; state; or local) ~
- "Level" of the student's participation (paper presenter, panel discussant, poster-session participant, creative activity exhibition or event) ~
- Merit of the applicant's personal statement ~
- Merit of the faculty sponsor's letter of support ~
- Merit of the requested budget.

QUESTIONS

Questions can be directed to Manuel Barrera, Office of Grants, Research, and Sponsored Programs at 661-654-3534 or mbarrera@csub.edu. The GRASP office is located in DDH 108D.