



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. Maximum award is \$800.
- Additional funding from other university sources/offices must be disclosed on the application to better coordinate and complete the necessary travel documents.

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 file a travel authorization claim and provide original receipts. All receipts must be in the **student's** name and receipts must show last 4 digits of credit card.

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 will assist students in completing the Travel Authorization Request forms (Before the travel, requesting reimbursement on an approximation of costs) and Travel Expenditure forms (after the travel, requesting reimbursement based on substantiated expenses).

Students wishing to be considered for funding must complete the application form and **attach** 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
- **Letter of support** from the faculty sponsor
- Specific **budget information** (registration/transportation/lodging /invoices/reservations)

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

California State University, Bakersfield
9001 Stockdale Hwy. • 24 DDH Room 108 • Bakersfield, CA 93311



- **Travel Authorization** (This form can be found on the GRASP TSSR website or CSUB website under Campus Forms)
- **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 may result in disqualification.

Application Deadlines

Applications are due no later to the Office of Grants, Research, and Sponsored Programs (DDH D108) no later than May 1st, 2025.

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

Applications can be submitted throughout the academic year to the Office of Grants, Research, and Sponsored Programs located in DDH D108 or via email to mbarrera@csub.edu . Call 661-654-3534 for any questions or information on the program or application.

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, round table discussant) ~
- Merit of the applicant's personal statement ~
- Merit of the faculty sponsor's letter of support ~
- Merit of the requested budget.

Applications are available at the following link:

<https://www.csub.edu/grasp/travel-support-student-research-tssr.shtml>

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.