

CSU Biotechnology (CSUBIOTECH) 2024 FALL STUDENT TRAVEL GRANT PROGRAM

Proposal Due Date: Monday, October 7, 2024 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	Email	Indicate with a yes or no if you have been found to be in violation of Title V, Title IX, or CSU Executive Orders 1096 or 1097 in the last 5 years.

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 Jan., 2025 – Dec. 31, 2025)	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.	<input type="checkbox"/>	<input type="checkbox"/> Presenting <input type="checkbox"/> Organizing <input type="checkbox"/> Attend Only
My primary purpose for travel is to attend a biotechnology-related workshop.	<input type="checkbox"/>	<input type="checkbox"/> Attending <input type="checkbox"/> Organizing
My primary purpose for travel is to collect biotechnology-related data at a shared instrument facility or research site.	<input type="checkbox"/>	

CSU Student Applicant Certification - By signing this application, I certify that,

- 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, termination of the award and reporting to applicant's appropriate campus authorities.
- If this application is successful, I will submit a post travel Final Report to CSUBIOTECH.
- I authorize my campus to disclose to the CSUBIOTECH program office any substantiated violations of Title V, IX, or CSU Executive Orders 1096 or 1097.

Signature

Print Name

Date

CSU Faculty Mentor Certification - By signing this application, I certify that

- The 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 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 CSUBIOTECH 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

Applicant:

Campus:

Travel/Event Destination:

Use only single-spaced text, c 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 CSUBIOTECH website if the project is funded. Do not include proprietary information.

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Limit 3/4 page.

SAMPLE

Applicant:

Campus:

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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.

SAMPLE

Applicant:

Campus:

Travel/Event Destination:

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.

SAMPLE

Applicant:

Campus:

Travel/Event Destination:

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 CSUBIOTECH 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 CSUBIOTECH (Maximum Request = \$1,500):	\$
6. Other Sources of Funding (funds available, if the maximum CSUBIOTECH travel award does not cover entire cost of trip)	
TOTAL AMOUNT OF OTHER SOURCES OF FUNDING	\$

Administrative Note: CSUBIOTECH 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 CSUBIOTECH, 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.

Applicant:

Campus:

Travel/Event Destination:

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.

SAMPLE