

## STUDENT TRAVEL GRANT PROGRAM 2025 SPRING REQUEST FOR PROPOSALS (RFP)

[www.calstate.edu/csuperb](http://www.calstate.edu/csuperb)

### Key Dates and Information:

RFP Release Date:	February 6, 2025
Proposal Due Date:	March 17, 2025 by 5:00 p.m. Pacific Time
Award Notification:	May, 2025
Maximum Award Amount:	\$1,500

### Program Description:

Part of CSUBIOTECH's mission is to develop a professional biotechnology workforce by supporting collaborative CSU student-faculty research. The opportunity to collect novel data, learn new techniques, make discoveries, and present research results is crucial to professional career development and the advancement of CSU-based research programs.

The CSUBIOTECH Student Travel Grant Program supports faculty-mentored CSU student travel to biotechnology-related professional meetings and workshops or to collect biotechnology-related data at shared instrumentation facilities or research sites.

**The Spring 2025 round will support travel between July 1, 2025 and June 30, 2026.**

Note that each round of grants supports travel within a 12-month window with a 6-month overlap between each round. This grant program does not make awards to support travel to the Annual CSU Biotechnology Symposium.

In the 2024 Fall round of the Student Travel Grants Program, 12 were made to students from 5 campuses.

### 2025 Spring Student Travel Grant Review Criteria:

- Student applicants must describe the primary purpose of their travel and its relevance to ongoing research project plans. Allowable travel plans include:
  - Travel, including virtual to present original research data and results (presented, accepted, submitted or to be submitted) **OR**
  - travel for the collection of data **OR**
  - travel to participate in or organize a workshop/session.

*Note:* If applicant is not presenting results or organizing a session at a meeting or workshop, travel must be additionally justified.

- Student applicants must describe their individual contribution to the work being

presented or project for which data is being collected. The applicant's contribution must be significant and explained fully.

- Applicants must describe specific, secondary benefits that will occur as a result of their travel. *For example, only:* attending a professional development workshop offered during a conference, or learning a new technique at a shared facility, or meeting with potential partners during a meeting.
- Proposals must include recommendation statements from faculty mentors. Faculty statements should clearly describe the student's 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 travel grant application.
- Applicants must describe the overall feasibility of the trip. For example, if a CSUBIOTECH travel award will not cover the entire cost of the trip, describe other funding or resources that make the travel possible.
- All other things being equal, students attending their first off-campus meeting or participating in research off-campus for the first time OR who have not won a previous CSUBIOTECH award in the last two years may be given priority for funding.
- All other things being equal, CSUBIOTECH may decide to limit the number of awards to a single research group.
- CSUBIOTECH will make travel awards to only one CSU student author for each specific abstract or presentation.

### Eligibility Criteria:

- The meeting/workshop or proposed project must be biotechnology related. CSUBIOTECH defines biotechnology as a ***fusion of biology and technology***. BIO (<https://www.bio.org/what-biotechnology>) lists biotechnology examples, applications and sectors; CSUBIOTECH explicitly adds to these lists health IT and medical device research and development. CSUBIOTECH welcomes and encourages applications from CSU faculty in all disciplines related to the current practice of biotechnology, including but not limited to agricultural science, business, clinical sciences, computer science, engineering, life sciences, math, and/or physical sciences
- The CSUBIOTECH Travel Grant Program is open to CSU students in good standing. Students must be collaborating with a CSU faculty member. Student awardees must be enrolled CSU students (not yet graduated) at the time the trip is taken so that travel expenses can be reimbursed.
- Proposed travel must occur between **July 1, 2025 and June 30, 2026**.
- Due to the Travel Grant Program timing, proposed abstracts or presentations not yet submitted or accepted are eligible.

- Applicants must provide details about **one** specific meeting, workshop or facility/site to which travel is proposed or has occurred. Virtual meetings and workshops may be included.
- CSUBIOTECH will consider only one proposal per applicant per each round of the Travel Grant Program.
- Proposals must adhere to style and length guidelines provided in the proposal template. Failure to follow these guidelines may result in proposal rejection during administrative review.
- Applicants will only be awarded one CSUBIOTECH travel grant within a 12-month period. In other words, applicants cannot win a travel grant in two consecutive rounds.
- CSUBIOTECH limits the total number of grants made within a faculty member's research program to 2 student awards and 1 faculty award in the same round of funding.
- CSUBIOTECH will not issue awards to applicants who have past-due final reports to any CSUBIOTECH grant program.

### **Budget and Award Restrictions:**

The maximum award is \$1,500. The award is paid out as a reimbursement.

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.

### **Proposal Submission Instructions:**

**Student applicants must ask faculty mentors to submit their completed and signed proposals by Monday, March 17, 2025 by 5:00 p.m. pacific time.**

The 2025 Spring Student Travel Grant proposal template can be downloaded at: <http://www.calstate.edu/csuperb>. Faculty mentors should submit the complete proposal using CSUBIOTECH's InfoReady submission system before the deadline using the application link found on the CSUBIOTECH web page. Only Microsoft Word or Adobe PDF file formats are compatible with the system.

Only faculty mentors can login to the system using their campus ID/username and password.

The complete proposal package will include:

1. Completed and signed Cover Page,
2. Completed 2025 Spring Student Travel Grant proposal template document.

Any questions about using the InfoReady submission system can be directed to Tyson Gadd

at [tgadd@sdsu.edu](mailto:tgadd@sdsu.edu).

Please note that page 1 of the proposal template requires student, mentor and dean signatures, so plan ahead! Chief Research Officers and Vice Presidents of Research system-wide request that CSUBIOTECH proposals be routed through campus grant “clearance” mechanisms to ensure compliance with relevant federal, state, and university regulations and policy. Applicants can submit a scanned image of page 1, including signatures, as part of the proposal package. Electronic signatures from all parties are acceptable.

If you have any problems submitting the student's proposal package, contact CSUBIOTECH **before** the deadline at [csuperb@sdsu.edu](mailto:csuperb@sdsu.edu).

Applicants who are unable to access or use the InfoReady submission system should send their completed proposal template, including any additional documentation or support letters, to Christine Montgomery at [rmontgomery@sdsu.edu](mailto:rmontgomery@sdsu.edu) by the submission deadline of March 17, 2025, at 5pm.

The CSUBIOTECH program office will evaluate proposals for completeness and eligibility. Qualified proposals will be evaluated by a review panel comprised of CSU faculty. Notification of award is expected in May 2025.

### **CSUBIOTECH Statement of Principles on Professional Behavior:**

CSUBIOTECH values diverse perspectives where all individuals can flourish. CSUBIOTECH is dedicated to providing an environment that fosters intellectual curiosity and creativity, free and lively debate conducted with mutual respect for individuals, and freedom from intolerance. These values are applicable to any aspect of CSUBIOTECH’s work, including meetings, symposia, and funded activities.

Specifically, members of our community value:

- Critical scholarly discourse for the purpose of understanding, advancing scientific ideas, and educating the next generation of science and engineering practitioners;
- Education and research environments where all people are treated equally, regardless of race, gender, ethnicity, sexual orientation and free of bias, hostility, and harassment of any kind;
- Conversations and discussions where community members can share ideas in a collegial atmosphere that is inclusive and values everyone’s input and opportunity to participate;
- Advocacy for equality and inclusivity in science;
- The use of inclusive examples, graphics, and stories in presentations and proposals;
- Access for all community members, including traditionally underrepresented groups, to fully participate in and become leaders in science; The support and promotion of the education and careers of all scientists, engineers, and bio-entrepreneurs;
- Leadership in our fields to strengthen scientific mentorship and create an atmosphere of collaboration;
- Commitment to our own education and participation in activities related to recognizing and eliminating implicit bias.

### **CSUBIOTECH Policies**

- 1) All participants in CSUBIOTECH events and activities are expected to follow the requirements of Title V, Title IX, and California State University (CSU) Executive Orders and adhere to the CSUBIOTECH Principles of Professional Behavior and values. Non-CSU participants who do not follow these expectations may be asked to leave a

CSUBIOTECH event or activity and/or prohibited from participation in future CSUBIOTECH events or activities. Individuals can report incidents immediately to the CSUBIOTECH designee to facilitate this process.

- 2) Individuals found in violation of Title V or [IX](#) or [CSU Executive Orders 1096 or 1097](#) are not eligible to receive CSUBIOTECH funding or participate in CSUBIOTECH program activities for a period of 5 years from the final substantiation of the violation or the end of any current grant award, whichever is later. Faculty who are found to be in violation before funds are transferred for an award, will be ineligible to receive funds for the award.
- 3) After a five-year ineligibility period, individuals found in violation of relevant policy for a second time lose eligibility for all future CSUBIOTECH funding or participation in CSUBIOTECH related activities permanently. [Relevant CSU Executive Orders include:](#)
  - a. Executive Order 1095 Revised (Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy);
  - b. Executive Order 1096 Revised (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties); and
  - c. Executive Order 1097 Revised (Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students) may be found at the following website address: <http://www.calstate.edu/eo/>.

#### CSUBIOTECH Certifications

- 1) CSUBIOTECH will include the Statement of Principles on Professional Behavior (section III above) in event registration processes. Event participants will be asked to acknowledge the principles.
- 2) Applications for CSUBIOTECH funding, award opportunities, or event registrations will include the following certifications:
  - a. Applicants will indicate whether they have been found in violation of Title V, Title IX, or CSU Executive Orders 1096 or 1097 in the last 5 years. Applicants will allow the campus to disclose to the CSUBIOTECH program office any substantiated violations of Title V, IX, or CSU Executive Orders 1096 or 1097.

#### CSUBIOTECH Reporting Procedures:

- 1) Incidents that involve CSU faculty, staff, or students only
  - a. Individuals who believe there has been a violation of Title V, IX, or Executive Orders 1096 or 1097 at a CSUBIOTECH event or activity should report the event following CSU policy and procedures on their home campus.
  - b. Prior to transfer of grant or awards to campus, CSUBIOTECH will ask for campus confirmation that the awardee has not been found in violation of Title V, Title IX, or Executive Orders 1096 or 1097 in the prior 5 years. The campus information provided will include only the existence of a final, substantiated violation and the date of the violation. The information will be kept confidential in the CSUBIOTECH program office.

- 2) Incidents that involve non-CSU individuals
  - a. Suspected violations of Title V, Title IX, or Executive Orders 1096 or 1097 by participants not affiliated with the CSU should be reported to CSUBIOTECH administration immediately. Participants may also e-mail CSUBIOTECH administration to report later, if so desired.

## **Post-Award Instructions:**

### *Pre-Travel Authorization and Claim Guidelines*

CSUBIOTECH awards funds to the appropriate college/department at each CSU campus as a travel reimbursement; payments are not made directly to travel grant awardees. As a result, after travel has been completed, student awardees (except at San Diego State University) submit all paperwork to their own college/department travel officer instead of the CSUBIOTECH program office.

Campuses have different travel policies and forms; however, all require a variety of pre-travel authorizations, waivers and/or insurance requirements to issue a travel reimbursement. Grantees must contact their department/college travel authority to ensure requirements are met **prior** to travel and within the time frame required by the campus (particularly for foreign travel). Use of non-standard lodging services, airline reward miles and other travel incentives may not be reimbursed by the campus. Maximum per-diem rates in both domestic and foreign destinations may apply. Some campuses will not reimburse travel expenses, even when covered by a grant, if documentation needed is not completed in advance of a trip or if receipts required to file a claim are missing.

### *Campus Reimbursement Procedure*

The CSUBIOTECH program office will send a CSUBIOTECH Campus Travel Claim Form to the college/department representative when a travel grant is awarded. The campus representative will submit a completed Campus Travel Claim Form and a copy of the awardee's campus travel claim document to CSUBIOTECH. Claim documents should be submitted to the CSUBIOTECH program office within 30 days of grantee's return to campus or the grant funds could be forfeited. In addition, the travel award reimbursement cannot be issued if travel plans are changed or cancelled.

CSUBIOTECH grants are based on general State of California funding. CSUBIOTECH will not facilitate reimbursement of CSU auxiliary organization expenditures except in payment of a legitimate invoice generated by the auxiliary organization and arranged by the awardee.

*Special Note for San Diego State University grantees:* San Diego State University student awardees should work with their department administrator or with the Travel Coordinator in Accounts Payable to make sure the required pre-travel documentation is completed. Students must submit an original T-2 form and Release of Liability Form prior to their travel. Students who are not on San Diego State University payroll must visit the CSUBIOTECH office (GMCS-601) and complete a campus volunteer form. When traveling outside the United States, students must also submit the Foreign Travel Insurance Program Request for Insurance form well in advance of their trip. Copies of these documents should be provided to Christine Montgomery at CSUBIOTECH, along with your travel claim at the conclusion of travel.

### *Reporting Requirements:*

Grantees are required to provide final presentation titles, abstracts and a brief report to the CSUBIOTECH program office within 30 days after travel is completed. Final reports are made available in InfoReady. Final reporting helps document the need for and justify continuation of the program. CSUBIOTECH may also contact award recipients for longer-term impact reporting.

## **Contacts:**

Applicants are encouraged to contact CSUBIOTECH via email with any questions.

CSUBIOTECH Equally Effective Alternative Access Statement:

Applicants who are unable to access or use the InfoReady submission system should send their completed proposal template, including any additional documentation or support letters, to Christine Montgomery at [rmontgomery@sdsu.edu](mailto:rmontgomery@sdsu.edu) by the submission deadline of March 17, 2025 at 5pm.

Any questions about using the InfoReady system can be directed to Tyson Gadd at [tgadd@sdsu.edu](mailto:tgadd@sdsu.edu).

Submission questions:

[csubiotech@sdsu.edu](mailto:csubiotech@sdsu.edu)  
[du](mailto:du) or  
[tgadd@sdsu.edu](mailto:tgadd@sdsu.edu)

Program and RFP questions:

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