



## REQUEST FOR PROPOSALS

Fall Student Travel Grants

August 11, 2009

### Key Dates and Information:

**Application Deadline: Midnight (Pacific Time), Monday October 5, 2009**

**Award Notification: November 2009**

**Maximum Award Amount: \$1000**

**Application Form Available at <http://www.calstate.edu/csUPERB/grants/student-travel-program/>**

### Program Description:

The CSUPERB Student Travel Grants Program supports CSU student travel to biotechnology-related professional meetings and workshops or to collect biotechnology research data at specialized shared facilities or sites. **This fall round of grants will support travel between July 1, 2009 and June 30, 2010.**

CSUPERB welcomes and encourages applications from CSU students from all biotechnology related disciplines, including but not limited to life sciences, physical sciences, clinical sciences, math, computer science, agricultural science, engineering, and/or business departments or colleges.

CSUPERB plans to issue another Request for Proposals (RFP) in the spring for travel between January 1, 2010 and December 31, 2010. *Please note that each round of grants will support travel within a 12-month window; there is a 6-month overlap between each round's travel window.*

### 2009 Fall Student Travel Grants Review Criteria:

- The meeting/workshop or proposed project must be biotechnology related.

- Applicants must describe and provide details about specific meeting, workshop or facility/site to which travel is proposed or has occurred.
- Applicants must describe original research presented or relevance of meeting, workshop or data collection to ongoing education and/or research project plans.
- Applicants must address how the meeting might impact their careers and describe the significance of their contributions to the work being presented or collected.
- Student applicants must submit letters of recommendation from their faculty mentors with their proposal package.
- Applicants must provide information about or evidence of matching funds or other resources that make travel feasible if the maximum CSUPERB travel award will not cover entire cost of trip.
- All other things being equal, applicants who have not won a CSUPERB travel award in the last two years may be prioritized for funding.
- All other things being equal, CSUPERB may decide to limit the number of awards to students from a single research group or class.

**Eligibility:**

- The travel grant program is open to CSU students. CSUPERB will consider only one proposal per applicant at a time to the Travel Grants Program. There is no limit to the number of student proposals recommended by one faculty mentor. However, since funding is typically insufficient to support all worthy applications, CSUPERB may choose to limit the number of awards to a single research group or class. Students applying to the Student Travel Grant Program are also welcome to apply to other CSUPERB Awards Programs.
- CSUPERB will make travel awards to only ONE presenting student author for each abstract or presentation.
- The proposed project must be biotechnology related. CSUPERB welcomes and encourages applications from CSU students in all disciplines related to the modern practice of biotechnology, including but not limited to life sciences, physical sciences, clinical sciences, math, computer science, agricultural science, engineering, and/or business.

- Travel must be planned between July 1, 2009 and June 30, 2010.
- Applicants can request travel funds to support the presentation of original/innovative research at a meeting or conference. Because of program timing, the presentation planned may not yet be submitted or accepted by the meeting organizers.
- Travel to workshops or meetings at which the applicant is not presenting results must be justified within the context of the applicant's research and/or educational program.
- Travel to collect data at specialized research sites or shared core instrument facilities must be for biotechnology-related research and/or education projects.
- The maximum Student travel award is \$1000.

### **Application Instructions:**

Application forms and submission instructions are available at the CSUPERB webpage (<http://www.calstate.edu/csUPERB/grants/student-travel-program/>). Note that *CSUPERB program office will be closed for business due to furlough on August 10 and 28, September 4 and 16, October 2 and 16, 2009.* Applicants must make sure that completed applications are submitted by Monday October 5, 2009 (Midnight Pacific Time).

Applications that are complete and meet eligibility requirements will be evaluated for merit by a review panel comprised of CSU Faculty Consensus Group members. Final funding decisions are made by the CSUPERB Program Office. Funding award decisions are based on recommendations made by the review panel, available funds and CSUPERB programmatic priorities. Notice of awards should be expected about one month from the proposal submission deadline.

In the 2009 spring round of travel grants, 24 proposals were received from 8 different CSU campuses and 12 Student Travel Awards to students at 7 universities were made. CSUPERB expects to make up to 10 Student Travel Awards in this round.

### **Post-Award Reporting Requirements:**

Successful applicants are required to submit their accepted presentation titles and abstracts and/or a one-page report (<http://www.calstate.edu/csUPERB/grants/report-forms/>) to program

office within 30 days after travel is completed. Final reporting helps document the need for and justify continuation of the program. CSUPERB may also contact award recipients for longer-term impact reporting.

**Program Contacts and Addresses:**

**For proposal submission and information about application forms:**

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**For information about this program and RFP:**

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