Lecturer Research, Scholarly, and Creative Activities (LRSCA) Awards

College of Ethnic Studies

The College of Ethnic Studies Lecturer Research, Scholarly/Creative Activities (LRSCA) awards is a mini-grant program designed to support lecturer engagement in research, scholarship, and creative activities. The awards encourage lecturers to maintain currency in their fields of expertise and gain knowledge and experience through research activities, the purchase of research-related expenses, and presentations at professional and academic conferences.

Lecturers are eligible to apply for LRSCA awards for up to $1500 per academic year. Mini-grants may be used to partially or fully reimburse lecturers for research-related activities, including but not limited to travel to conduct research, travel to academic and professional conferences, and purchasing research-related expenses.

Priority will be given to lecturers who are presenting their research, participating in a panel/roundtable, or receiving an academic award at an academic conference. Official communication indicating acceptance to the conference must be included with the LRSCA application.

For travel reimbursements. The LRSCA program will support in-state travel up to $500, out of state travel up to $1,000, and international travel up to $1,500.

- Eligible costs include transportation, lodging, and conference registration fees.
- Hotel reimbursement will only cover a percentage of two nights regardless of length of stay.
- If the trip occurs in less than 24 hours, CoES may cover transportation costs for day trips but will not cover food or meals.
- Maximum hotel rates and airfares as determined by the University will apply.
- CoES will not cover the cost of travel that has already completed before the LRSCA application is approved by the Dean.
- Lecturers must follow University policies and procedures for arranging travel and securing reimbursement via Concur.

Or For research-related expenses. The LRSCA program will support up to $500 for research-related expenses to be used for research, scholarly, and creative activities including, but not limited to:

- Books for teaching or research
- Conference fees for virtual conferences
- Subscriptions to scholarly journals
- Professional membership dues
- Software and peripherals*, i.e. scanners and printers
- Mailing fees related to research
- Other scholarly materials and expenses

If you receive the award for research-related expenses, please work with your department ASC to order your materials up to the awarded amount.

Eligibility Criteria

- Applicants must be a CoES lecturer on a 1- or 3-year contract
- Priority will be given to applicants who have not previously received another award or grant within the same academic year.
- The award must be spent or encumbered by April 30, 2026.

Application Guidelines
Lecturers who are traveling should plan to submit your application at least 45 days prior to domestic travel and 75 days prior to international travel to allow sufficient time for review and approval. If your application is awarded, these time estimates allow for submission of additional travel paperwork mandated by the university prior to your trip. To apply, please submit:

- Completed LRSCA Application
- Estimated Expenses Travel Worksheet, e.g. estimates for the registration fee, airfare, lodging, location-based per diem meals and incidentals, car rental (which must utilize CSU contracted companies), taxis, and other ground transportation
- If presenting, a copy of the accepted abstract for the conference
- If presenting, a copy of the official communication indicating acceptance into the conference

Applications without all necessary attachments and supporting documentation will not be considered.

The deadline is open and rolling until all funds are allocated. The funds will be divided between the Fall and Spring semesters so all lecturers have an opportunity to apply.

All approved funding requests must be reimbursed before the end of the fiscal year for which they are awarded.

If you receive an award, please work with your Department ASC to complete the required travel paperwork. For insurance purposes, all university business travel must be authorized before the travel commences. As university travel processes are subject to change at any time, please contact your ASC for the most updated information on reimbursement procedures, policies, and forms.

Before the Trip. Make an appointment with your Department ASC to complete and submit the following:

- Request for Travel (Domestic/Continental U.S.) or the International Request for Travel Form
- Travel Worksheet
- Supporting documentation, e.g. conference information, letter or email invitation, conference agenda, justification memo addressed to the Provost if traveling internationally, etc.
- Payee Data Form (Department Coordinator should initiate).

The completed Request for Travel packet (combined into a single PDF document) must be submitted to

the CoES Dean's Office at least 30 days prior to domestic travel and 60 days prior to international travel.

When purchasing or paying for out-of-pocket expenses, please note that all expenses must be in the applicant's name. Accounts Payable will **not** reimburse the applicant if the receipts are not in the applicant's name. Receipts not in your name will be disqualified and no reimbursement will be issued. Also, receipts that combine hotel and airfare (bundled packages) are ineligible for reimbursement as travel policy require charges to be separately itemized.

After the Trip. Make another appointment with your Department Coordinator to complete and submit:

- Travel Expense Claim - This form must be submitted within 30 days of returning from your travel.
- Receipts - Official vendor receipts (not invoices or booking confirmations) are required for most covered travel expenses. Itemized receipts must show what was purchased and how it was paid. Airfare must have a flight itinerary as well as payment receipt. Hotel reimbursement will only cover a percentage of 2 nights regardless of length of stay. University rate caps apply to all reimbursement requests, including hotel expenses, airfare expenses, meals, etc.
- Conference Program - A PDF copy of the program and copy of the published abstract are required.

REIMBURSEMENTS WILL NOT BE ISSUED UNTIL THE TRAVEL EXPENSE REPORT AND RECEIPTS ARE SUBMITTED THROUGH CONCUR AFTER THE TRAVEL HAS CONCLUDED.