CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

OFFICE OF GRADUATE STUDIES
CULMINATING PROJECT FUND TO SUPPORT COMPLETION
OF THESIS, CREATIVE ACTIVITY OR DISSERTATION

Personal Information:

Name:_____ CIN# _____
Last, First

Address:

_____
Street City State ZIP

Cal State LA Email (required)_____Phone # _____

Major:_____ Degree:_____ College:_____

Expected Date of Graduation _____
Semester/Year

Title of Project/ Thesis/Activity/Dissertation:

_____

_____

Abstract: Please provide an abstract (200 word limit) summarizing the focus of your thesis, creative activity or dissertation.

Research Approval: Copy of IRB/IACUC approval must be attached if thesis, creative activity or dissertation involves human/animal subjects. If unsure, see website for details.

Budget Narrative: Please write a budget narrative (approximately 300 words) explaining the use of and need for requested funds. Specify how any supplies, items and/or services will be implemented during the course of your research, scholarship, and/or creative activity and how they will aid in the completion of your thesis, creative activity or dissertation.

Budget Request: Please use the table provided below to indicate estimated cost of supplies, equipment, and/or services.

Estimate of Expenses: *(Please include **printed** estimates from vendors you will likely use)*
Please note: *Additional requirements if applicable:*

- If working with chemicals**- EHS approval is needed.** *Please contact* **Risk Management/Environmental Health and Safety at *rmehs@calstatela.edu*** *or call them at (323) 343-3531. See website for details.*

- If working with technology-related requisitions, including hardware, software, hardware and software maintenance, software renewals and subscriptions, and cloud or hosted services (eg: Amazon Turk, surveys) **E&IT Procurement Request must be submitted**. First you

have to contact your department's IT Consultant.In http://www.calstatela.edu/its/forms there is a tab "procurement", under it is "ICT Procurement Approval Request. You will need the help of the ITC to submit this form.

Budget Request

Please note: *Please provide printed proof of estimate from vendors that you will be using. Itemize them by category in the table provided,* ***only*** *materials and supplies initially submitted will be funded.*

Item by Category	**Cost with Tax** *(if applicable)*
Total Cost	$

Attach as a separate sheet if needed

PLEASE SEE THE CULMINATING PROJECT FUND PROGRAM DESCRIPTION FOR DETAILS REGARDING THIS AWARD.

By signing below, you and your faculty thesis/project advisor acknowledge that:

1. The applicant is involved in research or scholarship towards completing a thesis, creative activity or dissertation.
2. The applicant is in Advanced to Candidacy status (G3 or G8 Classification).
3. The applicant does not have access to other funds through Cal State LA (State or UAS) to support their research or scholarship.
4. The project **Abstract, Research Approval** (if applicable)**, Budget Narrative**, **Budget Request,** and **Estimate of Expenses** have been reviewed and approved by the faculty advisor

Student _____ _____ _____
Print Signature Date

Faculty _____ _____ _____
Print Signature Date

Submit an electronic copy via email to:

gradstudies@calstatela.edu

The Office of Graduate Studies
Library North A-124
Phone: (323) 343-3820

The following documents must be attached to this application:

a. **Abstract** (200 word limit) summarizing the focus of your thesis, culminating project or dissertation.
b. **Budget narrative** (approximately 300 words) explaining the use of and need for requested funds.
c. **Budget request** indicating the estimated cost of supplies, equipment, and/or services. ***Please note: only*** *materials and supplies initially submitted will be funded.*
d. **Research Approval or Exemption** from the Office of Research and Development (if applicable)
e. **Printed Estimates** from vendors you will likely use.