CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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

This fund is a reimbursement program designed to support Cal State LA Graduate Student research and/or scholarship conducted towards completing a thesis, creative activity or dissertation. Students funded through this award will receive reimbursement for approved supplies, equipment and services.

Eligibility Criteria

1. Applicant must be involved in research and/or scholarship towards a thesis, creative activity or dissertation.
2. Applicant must be in Advanced to Candidacy status (G3 or G8 Classification).
3. Applicant must not have access to other funds through Cal State LA (State or UAS) to support their research and/or creative activity, or must demonstrate that their costs exceed current funding.
4. Funding is awarded only once per graduate student completing the thesis or culminating project.
5. If a research project involves human/animal subjects, approval or exemption must be obtained from the CSULA's Institutional Review Board (IRB)/ Institutional Animal Care and Use Committee (IACUC) prior to beginning the project. See Office of Research and Development's website for more information.
6. Applications without the necessary attachments will not be considered (*i.e. Personal Information, Project Abstract, Budget Narrative and Budget Request including Purchasing Estimates*).

Procedures for Reimbursement

1. Submit copies of **itemized receipts** with the following information: supplies, equipment, and services are required (items and services must be purchased through legally licensed vendors). **Only** receipts from official vendors (not invoices) will be accepted by this office. **Please note: Only** receipts with the materials that were approved will be accepted; the receipts **must** have your name in order to be funded.
2. A Direct Pay Request (DPR) form, completed in office, must be submitted along with receipts
3. ITS Procurement Approval Request forms must be submitted and approved prior to the purchase of any electronics *(i.e. hardware, storage devices, software etc*.)
4. Receipts, DPR, and signed procurement forms must be submitted in person to the Office of Graduate Studies Library North A124, **no later than 60 days after award date**.
5. To receive reimbursement for approved budgeted items, an online survey describing the activity and experience must be submitted online**.**
6. Reimbursements may take up to 3-4 weeks after receipts and documents have been submitted.
7. **When Purchasing**- Please note the following:
   - Receipts must be in the applicant's name. A receipt with another name will not be reimbursed. Please do not ask anyone to purchase an item or service for you.
   - Any services rendered must be shown by a paid invoice from a legally licensed vendor.
   - You may not hire individuals as employees for a project.

Contact the Office of Graduate Studies, Library North A124 for more information on reimbursement procedures

Additional Information

1. The Culminating Project Fund will not cover the cost of travel already completed. However, planned travel with justification and completed "Request for Travel" forms will be considered for funding.
2. Expenses incurred prior to the award but during the fiscal year (July 1 – June 30) may be eligible for reimbursement pending review (receipts indicating the date must be provided for consideration) with the exception of travel, which requires prior approval.
3. Funds may not be used to purchase a computer or item with computing function (*i.e. smart phones, computer tablets etc.*).
4. Applicants will be notified via their **Cal State LA email** of the decision.
5. Awards will be made until all funds are expended.