



Student Senate

To Our Fellow Trojans:

The members of Student Senate commend your pursuit of funding for your student organization. The first of many steps in the USC Student Senate funding process is this application. We have modified the application this year in order to make the questions as clear as possible and also more helpful to each funding board director for evaluating the proposals of each organization. The applications for each board are separate this year so before starting your application please make sure that you are filling out the right funding board application.

Academic Research Fund

All USC undergraduates conducting research in any field are welcome and encouraged to apply for funding from the Academic Research Fund. Funding will be provided to help undergraduates conduct research projects, attend academic conferences and pursue other academic extracurricular activities.

Philanthropy Fund

Philanthropy Fund provides funds for organizations to do community service and outreach.

Leadership Fund

Leadership Fund Board grants funding to recognized student organizations to support events that promote leadership development.

Discretionary Fund

Discretionary Board provides funding for campus organizations and events to supplement the groups' purpose and membership activities.

After looking through these forms you may be discouraged because of the detail and work required for the chance of funding. We realize how you feel but assure you that all these forms are necessary in determining how to best spend the student's money. Each of us in turn pledge to be as helpful as possible throughout your application process.

Michael P. Orazi
Student Senate Treasurer
orazi@usc.edu

Alecia Alianell
Director of the Philanthropy Fund
alianell@usc.edu

Bryan Fong
Director of the Leadership Fund
bfong@usc.edu

Jesse Yarish
Director of the Discretionary Fund
yarish@usc.edu

Milan Medakovic
Director of the Academic Research Fund
medakovi@usc.edu

Academic Research Fund General Guidelines

Deadline

- Applications must be submitted by 12:00 noon at least two business days prior to the funding board's meeting at which the organization will present its proposal.
- Organizations must present the funding proposal to the Board at least four weeks prior to when funding for materials, travel, or fees is needed.
- Please speak with the Director the Academic Research Fund Board for funding for items that will be needed in September.

Eligibility

- Only currently enrolled undergraduate students are eligible for funding.

Eligible Events

- Conferences, seminars, fieldwork, workshops, and other events at the discretion of the board.
- Only planned activities with detailed cost breakdowns and vendor quotes will be considered (see the next section, "support" for more details).

Support

- Full funding is never guaranteed.
- Please remember that funds do run out as the year progresses. It is in your best interest to apply for funds as early as possible.
- Students may apply for funding until they receive the maximum funding allowance for a student, which is \$500 for the year.
- No reimbursements will be accepted or supported.
- There are at least three types of activities for which we provide support. Each type of request requires specific paperwork accompanied with your application:

Conference Fees*: Please include with your application the following: Completely filled out registration forms for each participant and copies of information you have on the conference. *No reimbursements will be accepted.*

Research Trips/Conference Travel*: Please include with your application the following: For airfare, please submit a quote from STA Travel for your expenses. For hotels, you must call USC Purchasing Services to see if it is a registered vendor with USC (x02281), and if it is not, you must find another hotel. If it is a registered vendor, please get an official (not faxed or copied) invoice mailed to you and submit this with your application. *No reimbursements will be accepted.*

Research Supplies/Fieldwork Supplies*: If you need supplies from a store, you must call USC Purchasing Services to see if it is a registered vendor with USC (x02281), and if it is not, you must find another store. If the store is a registered vendor, please get an official (not faxed or copied) invoice mailed to you and submit this with your application. If the item is available

online, please submit a printout of the item with ordering information. If you are doing work with a USC department and must make a payment to them, please provide us with a contact name and account number for which we should set up payment. *No reimbursements will be accepted.*

****Internal Requisitions can be distributed to University Accounts.** If you are planning to have the money transferred into an account which is administered by your Faculty Sponsor or Department please include the name on the account and the account number. We will still need an itemized budget and a quote from the department about their program fees, but no quotes or invoices from vendors..*

IF YOU HAVE ANY QUESTIONS OR PROBLEMS PLEASE CONTACT US.

Items that will not be funded

- Alcoholic beverages
- Food - except when it is a necessary and vital part of the research
- T-shirts
- Any miscellaneous amounts
- Reimbursements
- Airfare for non-USC students

Obligations of the Student Applicant

- Collect and disseminate all paperwork, methods of payment, and any other important materials for the research.
- Applications must be complete. No partial applications will be accepted.
- Applicants must present to the funding board prior to the review of the application. This person must have prior approval from the Director of the board to speak at the meeting. Persons who show up at a meeting without an appointment will be denied the opportunity to speak.
- Meet with the funding board Director to pick up the funding results the day after proposing to the Board.
- Submit all receipts and invoices no later than 4 weeks after payment is issued. Receipts and invoices received after this deadline may not be funded.
- Complete and turn in an evaluation form for the funded event within the Board's guidelines.
- Any unused funds must be returned to the funding board. No money may be carried forward by the organization for use in future research.
- Understand that failure to act responsibly and timely on behalf of the organization and/or applicants will result in everyone being held accountable to the Board.
- If an applicant fails to fulfill any of the responsibilities, money funded for the research is not promised or owed to the applicant and the applicant's vendors. Additionally, you may have your access to future funding revoked for the next two academic years.

Rights and Obligations of the Funding Boards

- Communicate with the organization in a timely manner.
- Make the applicant aware of its funding status as soon as possible, but no later than one day after it has made its proposal.
- Complete all necessary paperwork on time and in accordance with University Policies.
- All funding boards will meet at least twice a month. They may meet more frequently, if needed.

- All funding boards reserve the right to conduct closed meetings.
- Funding boards can vote on proposals as long as they have quorum.
- All funding boards reserve the right to reject, fully fund, or partially fund any application.
- To disapprove immediately any application from a non-undergraduate or non-student.
- To never reconsider an application that has been voted against. An organization may resubmit a new application for the same program provided it can meet all deadlines and obligations if they feel that there are new circumstances or additional program costs for the Board to consider.
- To require all organizations funded by Follow-Up Report sheet to the Director no later than two weeks after the activity has ended, or April 1, whichever comes first. Failure to do so will result in denial of future proposals.
- To allow students to work with other students to receive additional funding for research; however, it is not guaranteed that funding will come to \$500/per person for combined research.
- To not fund food items except when, in the Board's opinion they are a necessary and valid part of the research; and in such instances the Board reserves the right to fund no more than \$0 - \$5.00 per person, regardless of what is requested.
- To make checks payable to vendors, not students.
- The Board reserves the right to not fund students acting as vendors (e.g. student participants, writers, etc.).

Required Documentation

- Completed application (Advisor Support Letter, Application Cover Sheet, Application Pages 1 and 2, Attached Answers to Question 2, Follow-Up Form)
- Line item budget
- Vendor quotes including vendor codes where appropriate
- Original invoices and receipts
- Follow-Up form (to be turned in later)

**These guidelines are in addition to the specific requirements set forth by the Academic Research Fund Application.*

Academic Research Fund Application

Due Date

Applications are due at least four **(4) weeks** prior to when research materials are needed.

Eligibility

All USC undergraduates conducting research in any field are welcome and encouraged to apply for funding from the Academic Research Fund. Funding will be provided to help undergraduates conduct research projects, attend academic conferences and pursue other academic extracurricular activities.

Applications will be accepted from both individuals and groups. For group applications the group must be made up of at least a majority (50% plus one) undergraduates.

After the application is turned in the applicant(s) will be contacted by the Assistant Director of Academic Affairs. All applicants will then make an appointment to present before the Academic Research Funding Board.

Each undergraduate can apply for up to 500 dollars per semester.

Procedure

Fill out application, attach required documentation, and return packet to the Student Senate Office (STU 106) at least four weeks before you need payment.

Required Documentation

- Completed application
 - Advisor Support Letter,
 - Application Cover Sheet,
 - Application Pages 1 and 2,
 - Attached Answers to Question 2
- Line item budget
- Vendor quotes including vendor codes where appropriate
- Original invoices and receipts
- Follow-Up form (to be turned in later)

Academic Research Fund Application Cover Sheet

Project Title: _____

Applicant:

Name: _____

E-mail: _____

Phone Number: _____

USC ID: _____

Year in School: _____

For additional students, use separate page.

Academic Field(s) of Proposed Project:

Faculty Sponsor:

Name: _____

E-mail: _____

Phone Number: _____

Mail Code: _____

USC Department: _____

By signing below, I agree to follow all policies and procedures set forth on this application and by the Academic Research Fund. If I fail to follow these guidelines, I forfeit my eligibility for funding for up to two academic years.

Signature of Student: _____ Date: _____

Type of Research:

- Field Work*

Location: _____

Dates in Field: _____

Name of Field School (if applicable): _____

Name of Faculty who will be in attendance (if applicable):

- Conference Attendance*

Location: _____

Date(s) of Conference: _____

Presenter

Attendee

If Presenting:

Type of Presentation: _____

Length of Presentation: _____

- Lab Project*

Name of Lab: _____

Faculty Head: _____

Location (if not USC): _____

- Other

Please Describe:

Will this research be used for a class? Yes No

Are you planning to submit to the Undergraduate Research Symposium?

Yes

No

Any other Funding Sources?

Yes

No

If YES please explain (i.e. lab grants or funding from professor):

**Please see Academic Research Fund Guidelines for additional paperwork needed.*

Academic Research Fund Application

Abstract:

In one paragraph, prepare a simple description of the proposed project. This should be a very general statement.

Narrative:

Please answer the following questions and attach them to the application.

Background

Please write a statement about your work on the project this far and any additional training that you will need to complete the project. Is this a new project for you? If not please discuss previous experiences. Is this project new to your faculty mentor or to USC? What courses have you take which will help prepare you? What courses are you planning to take?

If this is a continuing project please give a brief description of the background of the project itself. If know please list any previous USC students who have received funding to participate.

Objective

What are you trying to discover or find out?

Significance

Please describe the significance of this project to you personally, USC, the undergraduate population, and the lab.

Methodology

Please outline your timetable for preparation and execution for this project. What will be your specific duties? If in a group each member should complete this section separately.

Funding:

How much are you requesting? Please attach a detailed budget and original invoices (no faxes or copies), quotes and any other documentation that details line item expenses. See Academic Research Fund Guidelines for more information.

Reading List/Bibliography:

Please list sources that you consulted in preparing for this project, and in writing this research proposal.

Follow-Up Report

To be turned in to the Student Senate Office (STU 106) no later than two weeks after termination of research.

Name: _____

Project: _____

Amount Funded: _____

Please answer the following questions:

1. How did you find your experience applying for and receiving funding from Student Senate? Did you have any problems? Do you have any suggestions for improving the process? Please explain.
2. Did your research meet its objective? Did you finish your project or will you be continuing it in future years?
3. Share a favorite experience. This could be a story or an amusing anecdote.
4. Please include newspaper clippings or journal articles in which you or your project was mentioned, if applicable.

Would you be willing to be profiled on the Student Senate website?

YES

NO

If YES:

Please send pictures! Student Senate would love to show the campus what amazing work you have been doing.