

**GUIDELINES**  
**Biological Sciences Department**  
**Graduate Application for Use of College Fee Funds**  
*Thesis/Project Research and Travel Funds*

Graduate students requesting funds from the Biological Sciences Department Student Fee Committee (Bio SFC) for thesis/project research and/or travel must adhere to the following guidelines and submit the attached application and additional information, as required.

**Lifetime maximum CBF award is \$2,000.**

*All Requests*

- ◆ Lifetime Maximum funds approved for thesis/project research and/or travel, without special review, is \$2,000.
- ◆ If over the lifetime maximum, the Graduate Coordinating Committee (GCC) will review your application and make its recommendation to the entire Bio SFC for final determination of distribution of funds.
- ◆ Your name and amount of college fees granted will be posted on the CSM college fee website.

*Thesis/Project Research*

- ◆ Funds may be used to purchase supplies and equipment for your thesis/project research. The attached form must be completed as accurately as possible because it will be used to order your supplies if your request is approved. Allow sufficient lead time when submitting requests; include tax and shipping in your cost estimate.
- ◆ Supplies and equipment are the property of the Biological Sciences Department, and any unused supplies and all equipment will remain in the department at the completion of your research.
- ◆ Write a proposal abstract (250 words or less) that clearly describes your intended use of the requested funds and attach it to your application form.
- ◆ Submit your application form and proposal by the appropriate deadline (see below).
- ◆ An acknowledgment of college fees will be made in any thesis or paper made possible by these funds.

*Travel*

- ◆ Funds may be used for the following purposes: attend meeting, presentation at meeting, workshop (learn technique/receive training), and travel to research site. Travel for other purposes will be considered with substantial justification.
- ◆ A travel request form (CPSU Form 1A) must be completed and attached to the application form. (Form 1A is available from Emi Youngquist or on-line at [www.afd.calpoly.edu/FiscalServices/Travel/travelforms.htm](http://www.afd.calpoly.edu/FiscalServices/Travel/travelforms.htm))
- ◆ Write a brief description (250 words or less) of the purpose of your travel and justify your trip by including where you will go, what you will do at your destination, and how this trip will be valuable to you.
- ◆ Attach a copy of your justification to the application form.
- ◆ Submit your application form, travel request form (1A), and justification by the appropriate deadline (see below).
- ◆ Within five days of your return from your trip, you will be required to submit your receipts and complete a travel claim form.

*Deadlines*

Under limit: Submit by Friday of 9<sup>th</sup> week of Winter Quarter (for use in any quarter of current academic year)

Over limit: Submit by Friday of 5<sup>th</sup> week of Fall Quarter (for use in Winter or Spring of current academic year)  
Submit by Friday of 8<sup>th</sup> week of Spring Quarter (for Summer or Fall of next academic year)

Note: All approved funds must be encumbered by Friday of 5<sup>th</sup> week of Spring Quarter.

*Submission*

Submit application form and all required documents to Emi Youngquist in the Biological Sciences Department (33-272).

*Questions*

If you have questions regarding the procedures or guidelines, contact Emi Youngquist (756-5241 or [eyoungqu@calpoly.edu](mailto:eyoungqu@calpoly.edu)) or Dr. Mark Moline ([mmoline@calpoly.edu](mailto:mmoline@calpoly.edu)).