ASMSU Research Board Code of Operations

Section I. Award Amounts
   A. The maximum amount awarded for a Research Interest Grant will be $250

Section II. Eligibility
   A. All applicants must be enrolled as undergraduate students at Michigan State University.
   B. The application is open to undergraduate students in all grade levels.
   C. Student must have at least a 2.5 GPA.
   D. All undergraduate students are limited to one ASMSU Research Interest Grant each year they are enrolled as an undergraduate student.
   E. Funding will only be granted for an eligible research interest, which is defined as a conference, educational workshop, forum, symposium, or scholarly competition that enhances an undergraduate student’s education. Students may receive funding both if they are presenting or attending such events.
   F. Eligible expenses funding will cover: conference registration, travel, lodging, and materials needed for presentation.
   G. Items such as food, banquets, field trips, and souvenirs are not eligible.
   H. ASMSU has the right to make all decisions regarding eligible funding.

Section III. Qualifications
   A. Qualified events include, but are not limited to a regional, national, or international conference, symposium, convention, scholarly competition, workshop or forum.
   B. The ASMSU Finance Committee has discretion to decide whether or not some events qualify as a research interest.
   C. The subject matter of the event must be applicable to the applicant’s educational interests and pursuits.
   D. Internships, summer schools, and other such events do not qualify.
   E. ASMSU has the right to make all decisions regarding funding eligibility.

Section IV. Application Process
   A. Applications will be selected on a rolling basis.
   B. Students must submit their application at least 30 days before the date of the conference or event.
   C. Once submitted, the Finance Committee will review the application. The committee will determine if the event qualifies as a research interest as detailed in Section I E.
   D. The applicant will be notified of the status of their application via email within 25 days of submitting the application.
   E. Applicants should not base the decision to attend a research interest event on the ability to receive ASMSU funding.

Section V. Availability of Funds
   A. Funding for the Research Interest Grants comes from the ASMSU Special Projects Budget. If there are funds that remain after each deadline’s lottery, the distribution will follow on a first-come, first-serve basis until the next deadline occurs.
   B. Of the budgeted funds, 50 percent will be used for the fall semester and 50 percent will be used for the spring semester.
   C. Any funding not awarded or reimbursed will be rolled over to the next deadline period.

Section VII. Reimbursement
   A. Research Interest Grants are only available as a reimbursement. To receive the reimbursement after an applicant has been awarded a Conference Grant, the applicant must submit receipts to the ASMSU office verifying payment of eligible expenses that were approved by the Finance Committee.
   B. The applicant must also submit the following to obtain reimbursement:
      a. Proof of attendance of the research interest specified in the application
         i. May be an agenda, information packet and/or registration information.
      b. A written essay explaining the student’s experience at the research interest.
i. The essay must be one page in length.

ii. It should be a reflection of the conference and the importance of attending.

C. Travel Authorization

The materials needed for reimbursement must be submitted to ASMSU offices less than 2 weeks after the end date of the conference.

Section VIII. Acceptance Terms and Conditions

A. It is understood that the Applicant will, at his/her own expense, protect and hold harmless ASMSU, its officers, members, employees, and agents from all claims, damages, costs, lawsuits, and expenses, including but not limited to, all costs arising from administrative proceedings, court costs, and attorney fees that ASMSU may incur as a result of any act, omission, or negligence of the Applicant or any of its officers, members, employees, agents, subcontractors, or independent contractors which may arise out of this funding request.

B. The liability, if any, of ASMSU, its officers, members, employees, and agents with regard to the funding of the Applicant for any claims, costs, damages, losses, and expenses for which they are or maybe legally liable, whether arising in negligence or tort, contract, or otherwise, shall not exceed the amount of funding provided by ASMSU. In no event shall ASMSU, its officers, members, employees, and agents be liable for indirect, special or consequential damages.

C. The Applicant shall not transfer any right or interest in this request without the prior written consent of ASMSU.

D. The Applicant agrees to abide by all applicable federal, state, and local laws and ordinances, as well as all student rights and regulations set forth by Michigan State University.

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