

Graduate Research Funding Request Form

Please email any questions, comments, and forms to Terri.Ratzlaff@colostate.edu.

To request the use of your Graduate Research Funds, please fill out the form below. Each time you wish to use the funding, you will need to be approved beforehand. You should receive an email once the request has either been approved or disapproved. See the next page for the policies regarding the use of this funding.

Name	
Request Use For:	<input type="checkbox"/> Travel* <input type="checkbox"/> Incentive Payment/Participant Pay <input type="checkbox"/> Books (if specific to your research) <input type="checkbox"/> MTurk <input type="checkbox"/> Lab Supplies <input type="checkbox"/> Other: _____
Explain the research and how the funding will benefit CSU and your research:	

*If you are requesting the use of the funding for travel, you must be approved **before** you submit a pre-travel authorization form.

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Graduate Research Funds

In some years, the Department supports funds for graduate student research and professional development. The funds vary in amount, but the limit will be announced at the beginning of the Fall semester each year. You can also check with the main office to inquire about the amount available to you, if any. These funds may be used to support travel to present research findings, to pay research participants, to pay for laboratory expendable supplies, pay for poster printing, etc. Funding is subject to the following limitations:

1. The funding may not be used for non-research-related purposes. If you have a question about the applicability of funds, please ask in the main office.
2. Funding cannot be used by students who are not enrolled full-time in the graduate program within the department.
3. All travel related expenses must follow Department procedures for travel reimbursement.
4. Funds do not carry over from one academic year to the next.
5. Students are limited to 5 years of Department financial support from this fund.
6. If expenses to be incurred may be paid from an external grant funding source awarded to CSU, then the Department will cost share the amount at half the rate for non-supported projects (e.g., the maximum from the Department will be half the established rate).
7. All travel policies of the Department and University must be complied with if the funds are used to support travel.