2020-21 CSR Virtual Conference Grant Request for Proposals (RFP)

CSR-VCG submissions:
Each individual student must submit their own individual CSR-VCG. We are not processing group proposals this year as, due to current public health concerns surrounding COVID-19, the CSR will not be funding any student travel in 2020-21.

Proposal deadlines:
- Fall deadline (for fall, spring, or summer virtual conferences in 2020-21): December 4.
- Spring deadline (for spring and summer virtual conferences in 2021): March 19.

Eligibility:
- Open to Distinguished Pioneer Scholars (DPS) and Forever Pioneer Scholars (FPS), only.
- Must have enough funding left in your Scholar Flex Account to cover the cost of the proposed virtual conference.

How much funding is available?
- DPS and FPS each have a “Scholar Flex Account”. DPS and FPS can “flex” their virtual conference and project supplies funding to a cap of $2,000 (so you get to choose how much you want/need to spend in conference fees versus project supplies to a combined limit of $2,000).
  - You do not have to use up all of your flex account, and strongly discourage “spending it, just to spend it”.
  - The CSR is very diligent in ensuring that all requested conference support and project supplies are indeed necessary, relevant for professional development, and allowable for purchase.
- Feel free to submit for as many CSR-VCGs as you want (up to the $2,000 cap). However, do note that you must submit a separate CSR-VCG for each virtual conference.
What do the grants cover?

1. Virtual Conference registration.
2. Abstract submission fees.

What do I do if I am awarded a CSR-VCG?

Upon receiving the email stating that your CSR-VCG proposal was successful, you are **required to reach out via email (csr@csueastbay.edu) to schedule a meeting** with the CSR Program Coordinator, Michelle Hobbs-Helmus **within 7 days of the award email**.

- If you fail to reach out to Michelle within 7 days, your award offer is rescinded and the CSR will not fund you for the proposed conference.

**Do not purchase anything (i.e., registration, abstract fee) for the conference, yourself.** Should you choose to do so, note that the CSR is not able to reimburse you for these purchases.

Important things you must know before you start preparing your CSR-VCG proposal:

1) All submissions must be made **at least 1 month** prior to your expected virtual conference.

2) Once submitted, your CSR-VCG proposal will be reviewed and, if the proposal is missing any information, you will be emailed a **limited-time and one-time-only revise-and-resubmit offer** from the CSR with feedback on what information is missing. You will have **1 week** from the email date to provide the requested information. If you miss this 1-week window, you will lose your opportunity to be funded by the CSR for this virtual conference.

3) Last, **your faculty mentor must approve your proposed virtual conference experience**. You do not have to do anything for this item. We will email your mentor directly, provide them with the conference link you provided, and ask them to confirm that they believe the proposed conference is an appropriate professional development opportunity for you.

Here is the link to submit your **CSR-VCG**.