There is a need at CSUN for an unallocated account to support student creative research activities. This need transcends that already satisfied by Instructionally Related Activities (IRA) funding (associated with specific courses) and Student Development Grants (associated with projects with a particular benefit for CSUN students in general). Additionally, there is a need for these requests to go somewhere other than unallocated reserves, which is the only place chartered clubs and organizations can go for funding. Student research proposals for activities that are purely creative and/or innovative in nature should have predictable and reliable access to funding support, similar to the National Endowment for the Arts or National Endowment for the Humanities, however, on a much smaller scale.

The Associated Students’ Academically Related Reserve Account is intended to fulfill this need. Allocations will be heard by the A.S. Finance Committee, with their recommendations going to senate for final approval just like unallocated requests. Announcements about the availability of funds will be posted across campus and advertisements put in the campus newspaper. There will be no annual process. Allocations will be made on a first come-first served basis, based on demonstrated need, funds available, adherence to the criteria, and quality of the request.

The Finance Committee meets regularly on Mondays at 2pm in the A.S. Business Office located in the University Student Union. ARRA requests will be heard as a separate item on the agenda, but will be heard and deliberated on in the same manner as unallocated requests. Note: applications for ARRA will be separate from unallocated requests forms, but the process for submitting requests (including timelines for funding and applications) will be the same as unallocated. This policy will continue to develop as the fund is initiated and runs through its first year.

The following examples of ARRA funding include but are not limited to:

- A senior thesis project which requires more than mere internet and library research, but which may include interviews, field trips, animation, etc.

- A film documentary project or a short video production

- A screenwriting or stage play workshop which will “produce” a readers’ theater version of works in progress or a filmed draft of a story narrative

- The production of a student-composed and performed musical concerto (jazz, classical, etc.)
• A student agricultural or environmental experiment that includes intense research using creative methods to solve hypothesis

• A student sociological or psychological research design to study aspects of CSUN or Valley attitudes and behavior

• An anthropological or historical project that utilizes non-traditional sources of information; the homeless, streetwalkers, prostitutes, veterans of war, community activists, valley farmers, etc.

• A student research project dealing with the physical and/or life sciences

• A student research project dealing with engineering design and/or development

These are hypothetical examples of the types of projects that may be funded. The intention is to encourage CSUN student intellectual development through innovative activities.

I. **Funds will not be allocated for the following academic research projects:**

A. Requests by student(s) shall not be funded unless sponsorship is given and guidance is rendered to the student(s) involved in the research and/or project they are doing by a member of the faculty, *which must include a letter from that faculty member describing the details of the project.*

B. Funds shall not be given to any student(s) who has previously requested and received funds for the current academic year

C. Funds shall not be used for support of or opposition to candidates for public office nor issues currently before the voters

D. Funds shall not be directly awarded to a particular individual or group of individuals for their own personal benefit

E. Funding shall not be allocated for the purchase of books

F. Funds shall not be used for the reproduction, typing or binding of thesis projects

G. Funds shall not be allocated for the design and implementation of web-sites

H. Student and project research participants shall not be reimbursed for services provided on the projects or research by themselves. Nor does the A.S. Finance Committee approve funds to pay for tasks that the committee believes can be done by the project participants
I. Honoraria will not be paid to California State University, Northridge students, faculty, administrators or staff. The definition of “honoraria” for purposes of this policy shall be any form of gratuity extended to a person for services rendered

II. Funding Restrictions on Thesis and Senior Projects

A. Funding shall be limited to no more than $1500 per project

B. Funding shall not be allocated to a project already allocated through the ARRA that AS fiscal year

C. No funding will be given to reimburse money spent on the project prior to the AS Senate’s allocation of funds

D. Equipment Purchases

   1. At the discretion of the Finance Committee with the approval of Senate, ownership of equipment purchased with ARRA funds may be maintained as property of the corporation

   2. Storage and maintenance of equipment purchased with ARRA funds shall become the financial responsibility of the department sponsoring the request

III. Academic Conference Travel

A. Funding for academic conference travel shall be allocated according to the AS annual budget and procedures handbook

B. Academically related conferences shall be defined as a student(s) having submitted a research proposal, and their presentation having been accepted or having been invited to present.

C. Each individual(s) must show proof of an invitation to present a project or paper.

D. Funding is restricted to no more than $400 per participant or to the cost of the conference, which ever is less.

E. No more than $1600 shall be allocated per academic conference

IV. Academic Non-conference Travel

A. No more than $1200 shall be allocated per academic non-conference travel project
B. No more than $400 per individual student involved shall be allocated

C. Funding shall not be allocated for recreational, personal, or entertainment purposes

D. Funding shall *may only* be allocated for travel expenses to and from the destination(s)

E. Funding shall not be allocated to anyone other than a CSUN student directly involved with the academic non-conference travel

F. Funding shall not be allocated for food items

G. No more than $25 shall be allocated per night of hotel stay

V. **Exceptions**

A. Under extraordinary conditions, exceptions to the funding limits may be made by the A.S. Senate with a two-thirds (2/3) vote of the total voting membership.

VI. **Amendments**

A. This policy may be amended by a majority vote of the Associated Students Senate.

Originally passed by the A.S. Senate on October 12, 1999
Amended – April 11, 2000
Amended – May 9, 2000