



Application for Supplement Funding

**Deadline: On going through June 30, 2024
(Pending availability of funds)**

HERE Center Faculty Researchers and Faculty Affiliates are invited to apply for funding to supplement an existing funded-research project. These funds are provided by the HERE Center and must follow guidelines as specified in this application.

- Request for funds cannot exceed more than \$1500.
- HERE Center Faculty Researcher may apply for these funds once per academic year. If you are currently a HERE Center Faculty Partner/Affiliate and interested in becoming a HERE Center Faculty Researcher, please fill out [this application](#).
- Only faculty with current, existing funded research may apply for the supplement funding. Existing funding mechanisms can be external grants (NSF, NIH, Foundation, etc.) or internal grant (Campus Quality Fee, etc.). The faculty has to be a PI or Co-PI of the project.
- If applicable, applicants should describe how their project involves students, such as through mentorship, research opportunities, or learning experiences.
- Applicants should outline how their project addresses health equity issues or contributes to the promotion of health equity within their research area. Additionally, applicants should provide a concise statement highlighting the alignment of their project with the Center's goals.

1. Faculty Applicant Section

Name: _____

Department: _____

Phone: _____ E-mail: _____

Name of Currently Funded Project: _____

Funder: _____ Project Period: _____

Project Description: (500 words or less)

Justification of Need: Please describe how the funds will be used and why this supplemental funding relates to the project's needs. (300-500 words)

How much are you requesting: \$ _____ Please provide an itemized budget for the funds below.

Category (e.g., supplies, participant stipend, etc.)	Description	Dollar (\$) Amount
	Total	

*Attach additional sheets or documents as needed.

Please read and acknowledge each point below.

- I understand that I cannot request more than \$1500 per application cycle and that I may not apply for these funds more than once per academic year. _____ (initials)
- If awarded the funds, I understand that I will need to submit a report at the end of the project or academic year, outlining how the funds were used. This report will be included in the HERE Center's annual report to be reviewed by the Office of the Provost. _____ (initials)
- If I have an existing e-fund account at TUC, awarded funds will be transferred to my e-account. As such, I will be responsible for managing the funds and following all TUC expenditure guidelines and rules. _____ (initials)

- If I do not have an existing e-fund account, my proposed expenses, as outlined in the budget section, will be paid and/or reimbursed by my department through their procedures. Subsequently, my department will submit an invoice request for auxiliary with supporting documents (i.e., paid invoice, salary/benefits records, schedules of services provided) to the HERE Center for the reimbursed amount. The invoice request for auxiliary must be submitted to the HERE Center no later than the date specified in my award notification. _____ (initials)

2. Department Chair Section

I understand that the faculty named above will receive research-related support from the HERE Center. As such, I also understand that:

- If the faculty has an existing e-fund account at TUC, the HERE Center will transfer the awarded amount to the faculty's account where they will be responsible for managing the funds and following TUC expenditure guidelines and rules.
- If the faculty does not have an existing e-fund account at TUC, the proposed expenses, as outlined in the budget breakdown on this document, will be paid and/or reimbursed by my department through our procedures. Subsequently, my department will submit an invoice request for auxiliary with supporting documents (i.e., paid invoice, salary/benefits records, schedules of services provided) to the HERE Center for the reimbursed amount.

Signature of Chair

Date

Please submit this completed form to the HERE Center at amber.bui@csun.edu. Please note that the average application review time is typically between 5 and 8 weeks.

Note that you will be asked to submit a final report to be included in the HERE Center's annual report to be reviewed by the Office of the Provost.