



Application for Supplemental Funding 2024-2025

Deadline: January 31, 2025

HERE Center Faculty Researchers and Faculty Affiliates are invited to apply for funding (cannot exceed \$1500) to supplement an existing funded-research project. A maximum total of 3 awards will be issued per academic year. These funds are provided by the HERE Center and must follow guidelines as specified in this application.

Who can apply?

- **HERE Center Faculty Researchers**
 - may apply for the supplemental funding once per application cycle (which occurs once per academic year).
 - may not apply if still have remaining funds from the previous award cycle
- **HERE Center Faculty Affiliates**
 - may apply once every two application cycles.
 - For example, awardees from the 2023-2024 travel or supplemental funding opportunities are not eligible for the 2024-2025 cycle.
 - If the applicant is currently a HERE Center Faculty Partner/Affiliate and interested in becoming a HERE Center Faculty Researcher, please fill out [this application](#).
 - may not apply if still have remaining funds from the previous award cycle

Other stipulations or requirements

- Qualified applicants must:
 - have a 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, RSCA, etc.).
 - be a PI or Co-PI of the proposed project.
- Faculty members who have applied for the HERE Center's 2024-25 travel funding are **not** eligible for the supplement funding.
- In the application, applicants should:
 - outline how their project addresses health equity issues or contributes to the promotion of health equity within their research area,
 - provide concise statements highlighting the alignment of their project with the Center's mission and vision,
 - describe how their project involves students, such as through mentorship, research opportunities, or learning experiences (if applicable).

How can funds be used?

- Use of supplemental funds to pay external services, travel, or non-student personnel is not permitted.

- Use of funds for student research assistantship or for supplies is strongly encouraged.

1. Faculty Applicant Section

Name: _____

Department: _____

Phone: _____ E-mail: _____

Name of Currently Funded Project: _____

Funder: _____ Project Period: _____

Role with Project (PI/Co-PI): _____

Project Description: (500 words or less):

- Clearly outline the objectives, expected outcomes, and contributions to health equity.
- Highlight measurable health equity outcomes and student involvement (if applicable).

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

- Describe how the funds will be used to enhance or extend the research project.
- Explain why supplemental funding is necessary and how it aligns with the project's goals.

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

Category	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 or submit more than one application per cycle.
_____ (initials)
- If awarded, I understand that I must submit a report at the end of the academic year, outlining the use of funds and the impact of the project. This report will be included in the HERE Center's annual report to be reviewed by the Office of the Provost. _____ (initials)
- I understand that if awarded with the supplemental funding, the funds will be administered through the HERE Center, and I will be responsible for timely and accurately communicating my expense requests with the Operations Manager, providing relevant supporting documents, and following all TUC expenditure guidelines and rules. _____ (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 and acknowledge the following:

- The faculty member's research aligns with the HERE Center's mission and objectives, particularly in advancing health equity.
- The proposed use of supplemental funds has been reviewed and endorsed as relevant to the faculty's existing research project.
- If needed, I will support the faculty member in meeting all reporting and administrative requirements associated with this funding.

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 after the deadline.

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.