

CGS & DRI Completion of Research and Creative Activity (CORE) Fellowship

The [College of Graduate Studies](#) (CGS) in partnership with the [Division of Research Innovation](#) (DRI) are pleased to announce the call for the **2025 Completion of Research and Creative Activity (CORE) Fellowship** nominations. We wish to thank [University Relations and Development](#) for contributing funding for this initiative through their SDSU Annual Fund for Excellence in acknowledgement of the importance of graduate research and scholarly activity.

The CORE Fellowship shall support the completion of the research/scholarly component of a graduate student's dissertation or thesis.

This award provides 1 year of funding from September 1, 2025 - August 31, 2026. **(Important: Funds not used by the end of the award period will be used for subsequent calls.)**

Successful nominees will demonstrate the ability to complete their project by the end of the award period. Following the end of the award period, the faculty mentor and student must submit a short report detailing their accomplishments and project progress. Failure to submit this report reduces the likelihood of future funding opportunities.

Nominations *must* be submitted by the faculty mentor.

Nominations are due August 15, 2025. Our goal is to send award announcements via email by September 15, 2025.

****Proposals that do not include all required application elements or fail to meet page limit and formatting requirements will not be reviewed.****

Please contact grad.scholarships@sdsu.edu if you have any questions.

* Indicates required question

1. Email *

Nomination and Evaluation Criteria

Student Eligibility

- Must be a current graduate student enrolled stateside at SDSU
- Student must have advanced to candidacy
- Student must be enrolled in course units at SDSU during the time of the award
 - No Leave of Absence or Partner Campus forms of study
 - If a student goes on a Leave of Absence, the award will be cancelled
 - If a student drops enrollment, the award will be cancelled
- Student must be in [Graduate Student Good Standing](#) (academic and professional)
 - The [Center for Student Rights and Responsibilities \(CSRR\)](#) and the student's home college will be consulted to ensure that the student is in compliance with the [Student Code of Conduct](#) and/or their program's Graduate Professional Standards.
 - **Award nominees and current awardees:** A nomination or award is subject to being deemed ineligible if (a) it is determined by CSRR that the student is in violation of the Student Code of Conduct and/or (b) if the program notifies the College of Graduate Studies that the student has violated their program's Graduate Professional Standards

Mentor Eligibility

- Must have a SDSU stateside appointment
- Must be the primary mentor for the research being submitted
- Maximum number of nominations per mentor = 2

Budget Information

Important: Funds not used by the end of the award period will be used for subsequent calls.

- Doctoral/MFA students may request up to \$10,000
- Master's students may request up to \$5,000
- All expenditures will be handled through CGS
- Funds are to be used for direct costs towards completing the study, including:
 - research materials and supplies
 - participant incentives
 - travel reimbursement for data collection
 - services: e.g., translation of study materials, etc.

Exclusions

Funds **cannot** be used for:

- Salary support (student, faculty mentor, consultant)
- Guest lecturers
- Conference travel
- Faculty-initiated research
- Personal computer hardware (any hardware purchased will remain the property of the university after the student graduates)

Guidelines

- A student can only be awarded once during their degree program.

- Nominations are to be submitted by the **faculty mentor** on behalf of their student(s).
- Presentations or publications of the project supported by the funds should acknowledge this award (**2025 Completion of Research and Creative Activity (CORE) Fellowship or the CORE logo**)
- If selected for funding, funds will not be dispersed until **IRB/IACUC** approval documents (or confirmation that IRB/IACUC is not needed) are submitted.
- Funds will not be dispersed until the awardee and mentor complete a form confirming acceptance.
- The funds must be spent within the allotted time period, September 1, 2025 - August 31, 2026. Unused funds will be used for subsequent calls.
- Student cannot have other federal support for the proposed research (NSF, NIH, etc.).
- *Student and faculty mentors are expected to be responsive to Graduate Studies' emails. If not, funding will be paused.*
- Upon completion of the fellowship, the student and faculty mentor must submit a final report detailing their progress and accomplishments.

Nomination Components and Instructions

The following **three components** are required for the application. Only nominations that adhere to the instructions below will be considered for funding.

1. Project Document

The project document should include all 5 items (A-E) listed below.

A. Project Title

B. Project description: A non-technical abstract of the proposed work of ***not less than 500 and not more than 1,000 words***. This should be understandable to an educated reader, who is not an expert in your field. This abstract should include an overview of the central theme of the work.

C. References: a maximum of 1 page of references cited in the project description.

D. Timeline: Provide a timeline of the project, including expected deliverables.

E. Budget: Provide a table of the total requested budget, breakdown of budget, and a 1 page budget justification.

The page limit for the project document (items 1-5) is 4 pages.

Please name the project document:

CollegeAbbreviation_MentorLastName_StudentLastName_PROJECT.pdf

2. Student Biosketch

Please submit the student biosketch in the **NIH format**. The **fellowship style** is recommended, see **example**. Students can delete irrelevant fields and sections as they see fit (for example, the eRA Commons Username field is not required).

Please name the biosketch:

CollegeAbbreviation_MentorLastName_StudentLastName_BIOSKETCH_.pdf

3. Mentor Letter of Support

Letter should be on SDSU letterhead and should include comments on the nominee's merit, research/scholarly/creative activities (RSCA), quality of the research endeavor, feasibility that the work can be completed within the budget period, originality, perseverance in pursuing goals, and other related comments that will help the reviewers evaluate the nomination's merit.

The page limit for the letter of support is 1 page.

Please name the mentor letter of support:

CollegeAbbreviation_MentorLastName_StudentLastName_LETTER.pdf

College Abbreviations

A&L - College of Arts and Letters; **EDU** - College of Education; **ENG** - College of Engineering; **FCB** - Fowler College of Business; **HHS** - College of Health and Human Services; **PSFA** - College of Professional Studies and Fine Arts; **SCI** - College of Sciences; **IVC** - Imperial Valley Campus

SDSU Faculty Mentor Information

2. Faculty Mentor First Name *

3. Faculty Mentor Last Name *

4. Faculty Mentor Title *

Mark only one oval.

☐ Assistant Professor

☐ Associate Professor

☐ Full Professor

☐ Research Faculty

☐ Post-Doc

☐ Other:

5. Will the student have a co-mentor? *

Mark only one oval.

☐ Yes *Skip to question 6*

☐ No *Skip to question 9*

Co-mentor Information

6. Co-mentor First and Last Name *

7. Co-mentor SDSU email address *

8. Co-mentor Faculty Title *

Mark only one oval.

☐ Assistant Professor

☐ Associate Professor

☐ Full Professor

☐ Research Faculty

☐ Post-Doc

☐ Other:

Nominee Information

9. Nominee First Name *

10. Nominee Last Name *

11. Nominee SDSU Email *

12. Nominee EMPLID *

13. Has the nominee advanced to candidacy as of the date of this nomination submission? *

Mark only one oval.

- ☐ Yes
☐ No

14. If the nominee has advanced to candidacy, please enter the date below. *
If the student has *not* advanced to candidacy, please enter "N/A" below.

15. Expected graduation date (month, year) *

16. Does the student have other funding to support their project? *

Mark only one oval.

- ☐ Yes Skip to question 17
☐ No Skip to question 18

Other Funding

17. What other funding do you have? Please describe below. *

Student Biosketch

18. Student Biosketch *

Please submit the student biosketch in the [NIH format](#). The [fellowship style](#) is recommended, see [example](#). Students can delete irrelevant fields and sections as they see fit (for example, the eRA Commons Username field is not required).

Please name the biosketch:

CollegeAbbreviation_MentorLastName_StudentLastName_BIOSKETCH_.pdf

Files submitted:

Project Information

19. Project Title *

20. Project Document *

Please upload a PDF of the project document consisting of:

A. Project Title

B. Project description: A non-technical abstract of the proposed work *of not less than 500 and not more than 1,000 words*. This should be understandable to an educated reader, who is not an expert in your field. This abstract should include an overview of the central theme of the work.

C. References: a maximum of 1 page of references cited in the project description.

D. Timeline: Provide a timeline of the project, including expected deliverables.

E. Budget: Provide a table of the total requested budget, breakdown of budget, and brief budget justification.

The page limit for the project document (items A-E) is 4 pages.

Please name the project document:

CollegeAbbreviation_MentorLastName_StudentLastName_PROJECT.pdf

Files submitted:

21. Total Budget Requested. Please enter a whole dollar amount without "\$" or commas. *

The maximum request is 2500 for a master's student and 5000 for a doctoral / MFA student.

22. If applicable, please enter the amount of budget that is intended for direct subject payments / participant incentives. Please enter a whole dollar amount without "\$" or commas.

If this is not applicable, please enter "0".

23. Faculty Mentor Letter of Support *

Please upload a PDF of the faculty mentor letter of support.

The letter should be on letterhead and should include comments on the nominee's merit, research/scholarly/creative activities (RSCA), quality of the research endeavor, feasibility that the work can be completed within the budget period, originality, perseverance in pursuing goals, and other related comments that will help the reviewers evaluate the nomination's merit. **The page limit for the letter of support is 1 page.**

Please name the mentor letter of support:

CollegeAbbreviation_MentorLastName_StudentLastName_LETTER.pdf

Files submitted:

24. Does the nominee need IRB or IACUC approval for this project? *

Mark only one oval.

☐ Yes

☐ No

25. If necessary, has the IRB/IACUC approval been granted? *

If selected for funding, funds will not be dispersed until [IRB/IACUC](#) approval documents (or confirmation that IRB/IACUC is not needed) are submitted.

Mark only one oval.

☐ Yes, we have been approved

☐ In progress of gaining approval (submitted or in revision)

☐ No, we have not sought approval yet, but still need it

☐ Not applicable to this project

26. If you have IRB/IACUC approval, please upload a PDF the approval.

Files submitted:

Nomination Certification and Confirmation

A friendly reminder that the faculty mentor should submit this nomination form. Forms submitted by the student will not be reviewed.

27. Please certify and/or confirm that you have read and agree to the following terms and conditions **by checking each of the boxes below.** *

*If all the boxes are **not checked**, we will **not review this nomination.** *

Check all that apply.

☐ I certify that I am the student nominee's faculty mentor.

☐ I certify that all responses in this nomination form are correct and follow the guidelines.

☐ I understand that all responses that do not follow the guidelines will not be reviewed.

☐ I certify that to the best of my knowledge, the student nominee is in compliance with the Student Code of Conduct and/or their program's Graduate Professional Standards.

☐ I certify that the student nominee is in Graduate Student Good Standing (academic and professional).

☐ I certify that the student nominee has advanced to candidacy or will advance by the award date of September 15, 2025.

This content is neither created nor endorsed by Google.

Google Forms