



SACRAMENTO STATE

California State University, Sacramento
University Library
6000 J Street • MS 6039 • Sacramento, CA 95819
T (916) 278-6230 • F (916) 278-5917 • https://library.csus.edu/

Japanese American Archival Collection Undergraduate Research Travel Grant
2025/2026 Application

Priority Review Begins: February 28, 2025

To submit your application: E-mail the application, your Resume/CV, and research proposal in either Microsoft Word or Adobe PDF format to lib-JAAC@csus.edu with the subject line "JAAC URTG Application 25-26."

Name _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone Number _____

Email Address _____

Are you a U.S. Citizen? Yes No

If no, do you currently hold a U.S. visa? Yes Visa Type: _____ No

Projected arrival date _____ Projected departure date _____

The minimum research period is two weeks and the maximum is three months.

Current Institution/School _____

Note: First consideration will be given to undergraduates from the California State University (CSU) system.

Status Undergraduate

Other (specify): _____

How did you hear about the Japanese American Archival Collection Undergraduate Research Travel Grant?

Electronic post

Library Website

Sacramento State Faculty/Staff

Other (specify): _____

PROJECT INFORMATION

Please answer all prompts fully, using additional pages if needed. Attach your Resume/CV and letter of recommendation separately and complete the budget worksheet on page 4.

Project Title _____

Description of project objectives and methodology.

Impact and audience of the project.

Description of how the JAAC is integral to the project.

Archival and University Library collection materials to be used.

Prior activities relating to the project.

Research Activity Timeline

*Please write a short narrative of your anticipated time in Sacramento. How many days will you need to access the collection?
What is your anticipated date of completion?*

PROPOSED BUDGET

In preparing your budget, please note that on-campus housing is available during summer months through the [Sacramento State Housing Conference Services](#) at a considerable savings over off-campus alternatives.

Flight and hotel expenses can be paid directly by the University Library. If you select this option, you can choose to stay at either the [Hampton Inn & Suites](#) or [Larkspur Landing](#). All other hotels must be paid for by the awardee and be reimbursed.

For information about public transit, see [Sacramento Regional Transit](#); for regional transportation, see [Amtrak](#).

BUDGET WORKSHEET

Fill in all applicable boxes, entering the estimated amount in the green boxes or "0" if you do not plan to use a particular expense. Flight and hotel can be paid directly by University Library Administration. If you select this option, please enter an estimated amount by utilizing the airline or hotel's estimated costs. All other expenses must be paid by the awardee and will be reimbursed after travel is complete.

CHECK LIST		ESTIMATED EXPENSES	
Air/Hotel pre-pay requested?	Yes No	Daily Reimbursable Expenses	
Transportation		Total Days in Sacramento	
Airline/Other		Maximum Meal Reimbursement	
Total Airfare/Other			
Rental Car Agency		Mileage Estimate (<i>private vehicle</i>)	
Reservation Dates		Total Mileage	
Total Rental Car		Tolls, parking, misc.	
		Other Expense (specify below)	
Lodging			
Hotel Name/ Lodging Vendor			
Check-in Date			
Check-Out Date			
Total Hotel/ Lodging Expense		Total Estimated Expenses	

Meal per diem
Mileage rate