

Department of Psychology
Graduate/Undergraduate Student Request for Department Research Funds

A limited amount of money is available for expenses associated with executing undergraduate and graduate student research projects.

Allowable Expenses

Funds may be requested for equipment, supplies, lottery prizes/incentives and services necessary for carrying out the research itself.

- **Equipment** Any equipment -- which includes both hardware and software -- purchased with research funds is property of the department and will be placed in the department's inventory upon completion of the project. Check with Sue Wax to see what might already be available for use before requesting funds.
- **Supplies** Materials that will be consumed during the life of the project fall under this category of expense. Commonly used supplies are:

Letterhead stationery and envelopes, plain envelopes, large catalog mailing envelopes, address labels, photocopying, gift cards, postage, food/beverage incentives such as candy or pizza, and research posters.

- **Services** All mailings must be given to Sue Wax so that proper instructions for the University Post Office can be included. A postage scale and postage rate chart is available in the office for you to estimate mailing costs. Please ask Sue for information about bulk mailing.

Expenses that are **NOT** allowed include: cash advances, purchase of business reply envelopes, business reply postage, charges for photocopying research articles used in the preparation of the manuscript; charges for copying manuscripts distributed to committee members; travel costs to and from research sites (e.g., schools, mental health centers or hospitals, off-campus research facilities); individual incentive/lottery prizes for research participation exceeding \$200 for an individual incentive or other excessive research participation incentives; and excessive payment for services needed for data collection; food provided as a thank you gift; online survey collection subscriptions other than Qualtrics. Other expenses may be deemed non-allowable at the discretion of the Chair or Vice-Chair of Graduate Instruction.

Important Notes

BGSU policies and procedures require us to utilize the university's purchasing contracts for best pricing and business practices. Consult with Sue Wax prior to making any purchases or for assistance planning your budget. Policies and procedures for subject incentives and supplies can vary significantly.

BGSU has a variety of software available for use. Check with the Center for Faculty Excellence or the Student Technology Resource Center regarding the availability of software/services on campus.

Equipment, supplies, software, etc. purchased or expense reimbursed by BGSU is the property of the university. All shipments (ordered or reimbursed) must be delivered to BGSU facilities. Software is only to be downloaded to BGSU owned computers with appropriate pre-approval.

Submit complete form with student signature and advisor signature to Sue Wax, 206 Psychology

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Name: _____ BGSU ID#: _____ Date: _____

Project Title:

Type of Project (check one):

Thesis Prelim Dissertation Veitch Award Independent Other

Anticipated Date(s) of Project Activity: _____

Graduate Students Only: Please provide (1) a brief description of the project including (2) a brief justification for the expenses itemized below (attach narrative if preferred):

Budget:

	Item Description	Estimated Cost
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
TOTAL		_____

Are you anticipating funding assistance from any other source? Please indicate source and amount.

CAC IOAC PSC Katzner Other (name)

Student Signature Date

Faculty/Committee Advisor Signature Date

Vice Chair/Chair Signature Date

Accounting Specialist Signature Date

For Office Use Only: Funding Amount Approved: _____ CRF/Project# _____

Expense Tracking

Date	Transaction Type	Description	Amount