

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 (not to exceed \$200 for an individual prize/incentive) 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 Andy Wickiser 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, online survey services.

- **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: 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. Other expenses may be deemed non-allowable at the discretion of the Chair or Vice-Chair of Graduate Instruction.

Important Note

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.

