

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. The bulk of this money comes from the department's annual operating budget, which has seen reductions over the past several years. Accordingly, we will no longer cover some expenses that have been covered in the past.

Allowable Expenses

Funds may be requested for equipment, supplies, lottery prizes (not to exceed \$200 in total) and services necessary for carrying out the research itself. Expenses that are **NOT** allowed include: 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); lottery prizes for research participation exceeding \$200 in total or other excessive research participation incentives; and excessive payment for services needed for data collection or reduction. Other expenses may be deemed non-allowable at the discretion of the Vice-Chair of Graduate Instruction.

- **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 equipment 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. Estimated costs for commonly used supplies are:

Letterhead stationary (plain)	\$.03/sheet	Letterhead Stationary Envelope	\$.06 each
Letterhead stationary (color)	\$.08/sheet	9 x 12 envelopes	\$.06 each
Plain envelopes	\$.01 each	10 x 13 envelopes	\$.07 each
Campus Mail envelopes	\$.02 each	Business Reply envelopes	\$.06 each
Address Labels	\$.06/sheet		
Photocopying	\$.075 per sheet single-sided, \$.14 per sheet double-sided		

- **Services** Allowable expenses here include: incentives for participation in research (e.g., lottery prizes), token remuneration for assistance with data collection and analysis, and mailings. All mailings must be given to Kelly Avery 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. Keep in mind that the charge for return postage (i.e., Business Reply) is First Class rate (per ounce) + \$.10 per envelope. Kelly has information about bulk mailing.

Important Note

New BGSU policies and procedures require us to keep out-of-pocket expenses to an absolute minimum. Contact Sue Thornton prior to making any purchases. Unapproved out-of-pocket expenses presented for reimbursement may be declined becoming your own personal expense.

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Name: _____ P# _____ Date: _____

PROJECT TITLE: _____

Type of project (please circle): M.A. Prelim Ph.D. Veitch Undergraduate Other
Research Grant

Project was approved by research committee on _____ and by HSRB on _____

Graduate Students: Please attach (1) a brief description (approx. 200 words) of the project and (2) a brief justification for the expenses itemized below:

	<u>Item</u>	<u>Estimated Costs</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
	Total	
	\$ _____	

Amount of anticipated funding from other sources (please identify)

Amount approved from department: \$ _____

Graduate/Undergraduate Student Signature

Faculty Sponsor Signature

Chair/Vice Chair Signature

Other Authorized Signature