

Department of Psychology
Clinical Academic Challenge Funds Request
DO NOT USE THIS FORM TO REQUEST CONFERENCE TRAVEL FUNDING

Important Notes about CAC Funding:

Funds may be requested for research travel, equipment, supplies, research incentives, compensation, and services. All travel, purchases, and reimbursement must be done in accordance with university policy.

- **Equipment** Any equipment -- which includes both hardware and software -- purchased with research funds is property of the university 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 in our department inventory before requesting funds.
- **Supplies** Materials that will be consumed during the life of the project fall under this category of expense. This includes food/beverage incentives such as candy or pizza. Supply orders will be limited to a 20 day supply at a time.
- **Travel** to data collection sites. Do not use this form to request conference, training, or workshop travel funding.

Expenses that are **NOT** allowed include: cash advances, purchase of business reply envelopes, business reply postage; individual incentives or compensation for research participation exceeding \$200 for an individual incentive or other excessive research participation incentives; excessive payment for services needed for data collection; online survey collection subscriptions other than Qualtrics; thank you gifts, donations. Other expenses may be deemed non-allowable at the discretion of the Director of Clinical Training.

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.

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Name: _____ BGSU ID#: _____ Date: _____

Is this project related to (check one):

Thesis Prelim Dissertation Class # _____ Independent Project Group Project Other _____

Anticipated Date(s) of Travel/Project Activity:

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

Prof. Development PSC DEPT Katzner Other (name) _____

Title & Brief description of project, travel, or specific need (attach narrative if preferred), include names of others in group:

Budget:

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

CLEAR FORM

SUBMIT COMPLETED FORM TO SUE WAX, 206 Psychology
or electronically at suewax@bgsu.edu

SUBMIT FORM

For Office Use Only:

Project# _____

Expense Tracking

Date	Transaction Type	Description	Amount

DCT Signature

Date

Funding Amount Approved: _____

Comments:

Accounting Specialist Signature

Date