

### Clinical Area Funding Request

(NOT TO BE USED FOR PROFESSIONAL DEVELOPMENT-CONFERENCE FUNDING REQUESTS)

Researcher: \_\_\_\_\_ BGSU ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Is this project related to:

\_\_\_ Thesis \_\_\_ Prelim \_\_\_ Dissertation \_\_\_ Class# \_\_\_ \_\_\_ Independent Project

\_\_\_ Group Project (list members): \_\_\_\_\_

\_\_\_ Other (describe/amount): \_\_\_\_\_

Project Title: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_ Anticipated date(s) of activity: \_\_\_\_\_

Brief description of project or specific need (attached narrative if preferred):

Are you anticipating funding from any other source(s)? Please indicate source and amount:

\_\_\_ Prof. Dev. \_\_\_ \_\_\_ PSC \_\_\_ \_\_\_ Dept. \_\_\_ \_\_\_ Katzner Award \_\_\_

\_\_\_ Other (description & amount): \_\_\_\_\_

Item Description	Estimated Cost
1. _____	_____
2. _____	_____
3. _____	_____
	Total: _____

Submit completed form to:  
Sue Wax  
[suewax@bgsu.edu](mailto:suewax@bgsu.edu)  
206 Psychology Bldg.

**For Office Use Only:** \_\_\_\_\_ Project# \_\_\_\_\_

\_\_\_\_\_  
DCT Signature \_\_\_\_\_ Date \_\_\_\_\_ Funding Amount Approved: \_\_\_\_\_

\_\_\_\_\_  
Budget Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_ Comments: \_\_\_\_\_

### **Important Notes about CAC Funding**

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

- Equipment, which includes computer hardware and software, purchased with research funds, is the property of BGSU and will be placed in the department's inventory upon completion of the project. Check with Sue Wax to see what may already be available in our department inventory before requesting funds.
- Supplies are materials/food that will be consumed during the life of the project. Supply orders will be limited to a 20-day supply at a time.
- Travel to data collection sites requires documentation of dates, times, addresses, etc.

Expenses that are NOT allowed include: Donations, 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 other than Qualtrics, Mturk, and Cloud Research.; thank you gifts. Other expenses may be deemed non-allowable at the discretion of the Director of Clinical Training.

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 can and do change frequently.

BGSU has a variety of software available for installation. Check the ITS webpage regarding software availability.

Equipment, supplies, software, etc, purchased or expense reimbursed by BGSU is the property of the university. All items ordered/reimbursed must be delivered to BGSU facilities. Software purchase requires a specific approval process, which can be very lengthy- please plan accordingly.

<https://www.bgsu.edu/general-counsel/university-policies.html>

Please contact Sue Wax with any questions.

[suewax@bgsu.edu](mailto:suewax@bgsu.edu)

206 Psychology Bldg.

419-372-2303