

## Graduate-Undergraduate Student Request for Psychology Research Funds

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

Is this project related to:

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

\_\_\_ Other (describe): \_\_\_\_\_

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

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

Brief description of project (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, and IRB approved informed consent and IRB letter to:

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

---

**For Office Use Only:** Funding Amount Approved: \_\_\_\_\_ Project #: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Faculty/Committee Advisor Signature Date

\_\_\_\_\_  
Chair/Vice Chair Signature Date

\_\_\_\_\_  
Budget Coordinator Signature Date

## Important Notes about Psychology Funding

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

### Allowable Expenses:

- 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. Most commonly used: mailing supplies/postage, data collection incentives/fees, participant incentives, research presentation posters, animal facility per diems.
- All mailings must be given to Sue Wax for proper postage.

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 \$25 for an individual incentive or other excessive research participation incentives unless pre-approval received from Sue Wax; other excessive payment for services needed for data collection; on-line survey collection other than Qualtrics, Mturk, Prolific, and Cloud Research.; thank you gifts, travel costs to and from research sites (e.g. schools, mental health centers or hospitals, off-campus research facilities). Other expenses may be deemed non-allowable at the discretion of the department Chair.

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 web-page regarding software availability. Software purchase requires a specific approval process, which can be very lengthy- please plan accordingly.

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.

<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