Undergraduate Research and Scholarship Fund
Department of Psychology

Application instructions for projects to support and enhance undergraduate education in the major

The Psychology Department Undergraduate Research and Scholarship Fund was established to support research of Psychology majors through funding of travel to conferences and individual research projects. The mission of the fund is being extended to support efforts to enhance undergraduate education in the department. WSU Psychology faculty, staff, and students may apply for this funding. Examples of usage of this fund would include support of learning communities and other academic initiatives to enhance learning in the major.

Applicants are expected to seek concurrent funding from university or other programs to support their proposal (see possible sources listed under the Other Funding section below).

The Undergraduate Committee of the department oversees the funding of the awards, and the committee bases all funding decisions on a majority vote.

To achieve this purpose of the awards, the following policy for the use of funds has been adopted.

Supported Items:
All expenditures must be for the primary benefit of Psychology undergraduate majors including but not limited to undergraduate travel to conferences, undergraduate research projects, learning community activities. (Note: The instructions here do not apply to scholarships. The application instructions for the Psychology Distinguished Achievement Scholarship is located at: http://clasweb.clas.wayne.edu/psychology/psychologyDistinguishedAchievementScholarship).

Personnel and other recurring costs are allowed only in exceptional circumstances.

Any purchased equipment will be considered as property of the Department.

For student travel, students are limited to one award per year. The maximum award amount is up to $400 for first author presenters, and up to $200 for second (or higher) author presenters.

Students may also apply for research funds to help support their own individual research projects. Research projects need to be performed under the supervision of a department faculty member. The maximum award is $500, and is limited to direct research costs (no salaries).

Application Instructions:
The application is limited to 5 pages, single-spaced, using Arial 11 pt. font and 1-inch margins.

All requests should include these headings in bold text:

1) Title of the project or activity
2) **Project Director(s).** The name(s) of the individuals with principal responsibility for the project. If the primary responsible person is a student, a letter of support is required by the co-sponsoring faculty or staff member. Last Updated: September 27, 2016

3) **Project Description.** A rationale and description of the intended use of the funding.

4) **Impact.** An assessment of the potential impact of the funding on Psychology undergraduate majors, including the potential impact on student learning (list specific courses affected, if appropriate), student success, student retention, or other appropriate outcomes.

5) **Budget.** A list of each item requested, its estimated cost, and a proposed vendor. If equipment is requested, please provide information regarding where the equipment will reside and how it will be secured. Any request for personnel must be justified separately, and should address why this mechanism is the appropriate source of these funds.

6) **Other Funding.** Please note if other funding opportunities exist in the university to support the proposed project, travel, or activity. If so, please attach the application for concurrent university funding, or describe the strategy (including timeline) for leveraging support from this fund to seek support from other specific sources within the university. Describe how the proposals overlap or will complement each other, and how the Undergraduate Research and Scholarship Fund proposal supports, extends, or enhances the likelihood of success with the other proposal (or vice versa). For student travel to conferences, faculty mentors are expected to contribute to their students’ travel, as their own funding allows. See below for departmental, college, and university funding opportunities that may qualify (note: this is not an exhaustive list):

   Learning Communities: [http://lc.wayne.edu/faculty-staff/propose-new.php](http://lc.wayne.edu/faculty-staff/propose-new.php)

   Undergraduate Research and Creative Projects Award: [http://urop.wayne.edu/award.php](http://urop.wayne.edu/award.php)

   Undergraduate Fund for Travel to Conferences: [http://urop.wayne.edu/travel.php](http://urop.wayne.edu/travel.php)

   Psychology Distinguished Achievement Scholarship: [http://clasweb.clas.wayne.edu/psychology/PsychologyDistinguishedAchievementScholarship](http://clasweb.clas.wayne.edu/psychology/PsychologyDistinguishedAchievementScholarship)

   Faculty Teaching Travel Award: [http://www.otl.wayne.edu/grantsresearch_fttg.php](http://www.otl.wayne.edu/grantsresearch_fttg.php)

7) **For student travel to conferences:** An estimated Travel Authorization and Expense Report Form (TAER forms are available in the Main Office, room 7908) making sure the following items are complete (numbers below correspond to those on the TAER):

1. Name/Address/City/State/Zip Code/Social Security Number/Student I.D.
2. Dates of Departure & Return
3. Places Visited/Accompanied By
4. Purpose of Trip/Description of Activities
5. Put estimated expenses in appropriate line under the appropriate date. Make sure you fill in the dates! Original receipts will be required for items h-m.
6. Total Estimated Expenditures
7. Signature & Date
After the Undergraduate Committee approves the request, the TAER will be encumbered, securing the funds for the student. All of the paperwork will then be returned to the student. The student must hold on to all of the paperwork until after the trip is completed. Last Updated: February 24, 2014

8) Progress Report. If applicable, provide a brief report (1 page) on the use of these funds awarded for the previous year and documentation of the actual use and impact of those funds on student learning.

Process:
Proposals are reviewed by the Undergraduate Committee of the Department of Psychology, which consists of faculty representatives from all areas of the department. Proposals may be submitted at any time; however, to be considered at the next scheduled Undergraduate Committee meeting, proposals must be received at least 5 business days prior to the meeting (for dates, see Psychology Department calendar at www.clas.wayne.edu/psychology). E-mail proposals as one document to the current Chair of the Undergraduate Committee (dt6056@wayne.edu) AND Shelly Seguin, Psychology Department Undergraduate Advisor: (sseguin@wayne.edu). Faculty or staff on the Undergraduate Committee must excuse themselves from votes regarding their own proposals. Proposals that do not adhere to the application instructions will be returned without review. The committee will review proposals based on the following:

1) Ability to provide a documentable impact on student learning and success.
2) Reasonable costs and goals.
3) Ability to leverage the funding with other funding sources.

If the proposal is approved, the responsible party(ies) are required to submit a report to the undergraduate committee within one year of the start of funding that documents the actual use of these funds and their impact on student learning. For research projects involving human or animal subjects: a copy of the IRB or IACUC approval is required prior to disbursement of funds.

Questions about the application process can be directed to Shelly Seguin sseguin@wayne.edu or the current Chair of the Undergraduate Committee, Dr. John L. Woodard: dt6056@wayne.edu.