

Psychology Endowment Fund
Application Form

Date

Principal Investigator (please print) _____

Year in school _____

Course # under which research is being done _____

Semester during which you plan to carry out your research _____

Is this research for partial fulfillment of the requirements for Distinction? _____

Date submitted Research Ethics Application _____ Date Approved _____

Primary Faculty Sponsor _____

Title of Research Project _____

Purpose of Research:

Benefits You Expect from the Research:

Brief Statement of Experimental Design and Methodology:

Short Narrative of Need for Funds: (The proposed budget is on the reverse side.)
Please indicate any alternative funding sources - if applicable.

Total amount requested from the *Psychology Endowment Fund* _____

PROPOSED BUDGET

Totals

Materials and Equipment

Duplicating Costs

Travel Related Directly to the Research Project

Subject Expenses - including animal purchase and care.
(Money for paying subjects directly will generally not be funded.)

Conference Registration Fees

Other

Grand Total _____

Amount from other sources _____

Amount requested from the Psychology Endowment _____

Signature of Faculty Sponsor

Signature of Applicant

For Psychology Endowment Committee Response

Amount Granted _____

Comments:

Psychology Endowment Fund

General Policies

Purpose: The *Psychology Endowment* is established to enhance the education of psychology majors by providing funds for student research and for the purchase of equipment for faculty and student research.

Eligibility: Students eligible to apply for funding are those who:

- a. have a junior standing or higher,
- b. are working on an Independent Research, Independent Study or a Paracollege Senior Project with a member of the St. Olaf College Psychology faculty,
- c. have submitted their Research Ethics Application, and
- d. have expenses associated with their research for which there is no viable alternative funding source.

Appropriate Requests: Although the *Psychology Endowment Committee* will review applications for any amount of money, it is generally assumed that requests will range from \$15 to \$200.

Requests under \$15: Student Independent Research costs for under \$15 will be solicited from the normal operating budget of the department by applying informally through the Department Chair.

Requests over \$200: Student Independent Research costs for over \$200 must be carefully justified. Except under unusual circumstances, requests over \$200 will not be granted.

Funding Considerations: Funding considerations used by the *Psychology Endowment Committee* will include:

1. The clarity and comprehensiveness of the proposal, the pertinent benefits of the research, and the identification of specific needs for funds.
2. The impact of granting any given request on the possibility for funding additional requests from others for the academic year in question.
3. Priority for student initiated research applications will be given to Distinction projects.
4. Priority for equipment requests will be given to applications that demonstrate a breadth of possible uses of the proposed equipment by students and faculty, and a reasonable length of time that the equipment is expected to be serviceable within the department.

Applications:

1. Applicants will submit their completed *Psychology Endowment Fund Application Form* to the Chair of the *Psychology Endowment Committee*.

2. Applications will be accepted any time, but the primary review date for the Spring semester will be February 15. Applications will be accepted after those dates only if there are funds remaining in the *Psychology Endowment Fund*. (Each fall the *Psychology Endowment Committee* will set aside a portion of the available funds for use in the spring semester. This amount may vary but will generally be around 1/4 of the total.)

All students who anticipate applying for Psychology Endowment Funds, but especially those whose requests are likely to be over \$100, are encouraged to discuss their plans with a member of the Psychology Endowment Committee before writing their proposal.

- a. Applicants can expect to have a response by approximately February 5, or within two weeks of submission each semester after those key dates.
- b. In addition to accepting and funding a proposal (or rejecting the request), the committee may recommend that the proposal be rewritten and submitted again, and/or that only partial funding be approved.
- c. Students may be asked to appear before the committee to elaborate on their proposal and/or their research plan.
- d. Announcements will be made periodically each year regarding the amount of fundable money remaining in the *Psychology Endowment*.

Research Summary and Acknowledgments: At the conclusion of the research project, the recipients of a *Psychology Endowment Grant* will submit an abstract of their research to the Chair of the *Psychology Endowment Committee* for possible inclusion in the following year's *Research Brochure*. All papers and publications resulting from research with *Psychology Endowment Fund* assistance will acknowledge receipt of financial assistance from the *Fund*.

Supervision: The faculty supervisor of the IS/IR or Paracollege Senior Project is responsible for working with the student who receives funds from the *Psychology Endowment Committee* to insure responsible grant management.

Research Brochure Funding: A sum of approximately \$100 will be set aside each year for Psi Chi to enable them to create and print a brochure advertising the availability of the *Endowment Fund*, the procedures for applying for a grant, and identifying examples of student and faculty research within the Psychology Department at St. Olaf.

The Psychology Endowment Committee: The *Psychology Endowment Committee* will be composed of two Department of Psychology faculty members chosen by the department faculty, and the (student) Allport Award winner.

The *Psychology Endowment Committee* will meet periodically (1) to review and make decisions on funding requests, (2) to make decisions for small modifications in the *General Policies* statement, (3) to discuss bringing major revision suggestions to the department faculty, and (4) to elect a chair. When the *Psychology Endowment Fund* policy is being reviewed by the entire department faculty, the student member of the committee will be invited to participate in the discussion.