

STUDENT RESEARCH/TRAVEL REIMBURSEMENT APPLICATION
PSYCHOLOGY & CHILD DEVELOPMENT DEPARTMENT

The Psychology & Child Development Department has approved the use of limited discretionary funds during the 2018-2019 academic year for reimbursement of student expenses related to research and service projects or to conference travel. In order to be considered for reimbursement, travel dates need to be completed before July 1st. This means that any Psychology or Child Development major or Psychology graduate student who has spent personal funds towards materials used in a research project or other form of senior project or towards travel to a professional conference may apply for reimbursement. A research project is defined here as one involving data collection and analysis. Service and creative projects should include an evaluation component (i.e., an empirical assessment of the project's effectiveness).

Awards are available to undergraduate majors and graduate students within the Psychology & Child Development Department only. A student may apply for one award only. The maximum award amount will normally be capped at \$200.

APPLICATIONS ARE DUE MARCH 1ST. Submit your project description along with this completed application to the department main office (47-24).

DIRECTIONS — The student applicant must complete SECTION A and provide a project description and budget worksheet as described below. The faculty advisor on the project must complete SECTION B.

SECTION A — *To be completed by student...*

Name of Applicant: _____ Program: PSY CD GRAD

Current Address: _____

E-mail: _____ Telephone: _____

Project Title: _____

Faculty Sponsor: _____

Work on this project took place from _____ to _____

Did the project involve the use of human subjects and/or warm-blooded animals?

YES NO

(If yes, please attach a copy of the approval from the Cal Poly Human Subjects Committee.)

Did the project involve presenting research as a co-author at a conference? YES NO (If yes, please attach documentation such as an acceptance letter or program that includes your name.)

Signature: _____ Date: _____

SECTION B — *To be completed by faculty project sponsor...*

I have reviewed SECTION A above as well as all attachments, and I support this application.

Faculty Sponsor: _____

Signature: _____ Date: _____

If the faculty sponsor is not in the Psychology & Child Development department, please provide the following additional information:

Department: _____ Campus Office: _____

E-mail: _____ Telephone: _____

PROJECT DESCRIPTION

In no more than two double-spaced pages, submit a description of your project and its significance for your academic study at Cal Poly. Please include the following information:

- ♦ the objectives of the project
- ♦ your role/involvement in the project
- ♦ how this project helps you meet your professional goals

Attach your project description to this completed application.

BUDGET WORKSHEET — *To be completed by student...*

Applicant: _____ Advisor: _____

Report the dollar amounts for all expenses incurred and attach supporting receipts. Please be as specific as possible and use a separate sheet if necessary.

	Description	Dollar Amount
General Operating Support (e.g., software, books, art supplies, etc.)		
Duplicating (include # of copies; describe job in detail)		
Postage (include # of mailings; size of mail; give details)		
Domestic Travel*	Conference name & city: _____ _____ Departure date: _____ Return date: _____ Method of travel: _____ Mileage (if by car): _____	
Research Participants (describe expenses, e.g., participation incentive, reimbursement for travel to campus, etc.)		
Other		

Total Expenses:

*All students must complete a 1A TRAVEL REQUEST FORM (available in the department main office) prior to University-related trips. Conference-related reimbursement requests must include evidence of a student's inclusion in the conference program.