

# STUDENT RESEARCH/TRAVEL REIMBURSEMENT APPLICATION

## PSYCHOLOGY & CHILD DEVELOPMENT DEPARTMENT

The members of the college-based fee (CBF) student committees in the Psychology & Child Development Department have agreed to reserve some funds during the 2011–2012 academic year for reimbursement of student expenses related to research and service projects or to conference travel. 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 are eligible only if they 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 be \$350 unless the following conditions are met:

- 1) The applicant was the first *student* author listed on a peer-reviewed presentation given at a professional conference/meeting.
- 2) The student's application includes travel expenses as well as project expenses.

If both of the above conditions hold, the student may apply for reimbursement up to \$500. Awards will be given to eligible applicants on a first-come, first-served basis until CBF funds are exhausted. 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 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name of advisor: \_\_\_\_\_

Department: \_\_\_\_\_ Campus office: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT DESCRIPTION**

In no more than two double-spaced, computer-printed pages, please include a description of your project and its significance for your academic study at Cal Poly. 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
<b>General Operating Support:</b> (e.g., software, books, art supplies, etc.)		
<b>Duplicating:</b> (include # of copies; describe job in detail)		
<b>Postage:</b> (include # of mailings; size of mail; give details)		
<b>Domestic Travel*:</b>	Conference name & city: _____ _____ Departure date: _____ Return date: _____ Method of travel: _____ Mileage (if by car): _____	
<b>Research Participants:</b> (describe expenses, e.g., participation incentive, reimbursement for travel to campus, etc.)		
<b>Other:</b>		

**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.