Call for Proposals: Tom E. Smith Psychology Fund

The Tom E. Smith Fund was established for the Psychology Department in order “to provide resources for student/faculty collaborative research.” We are currently accepting proposals for research in the upcoming summer or next academic year. Applications received by the **last Monday in April** will be given priority. Depending on availability of remaining funds, a second round of reviews will occur for proposals received in the fall, with proposals due by the **last Monday in October.**

We anticipate awarding between $2000-2500 annually, with each individual award ranging from $250-500. However, because we evaluate on a case by case basis, larger requests up to $1000 will be considered based on their merit. The exact number and scope of projects may vary annually, as determined appropriate by the Psychology Department faculty.

Potential proposals could include:

1. Funding for attending/presenting at a professional conference (registration, hotel, travel).

2. Attending a professional training (e.g., statistics boot-camp, workshops, etc.).

3. Buying necessary equipment to complete an independent research project.

4. Paying participants for an independent research project.

5. Accessing existing/public data sets.

6. Stipend to support living in Salem over the summer and working with a faculty member.

7. Stipend to support living somewhere else and working with an external psychology professional.

8. Purchasing statistical software.

Please complete the proposal using the following format. Incomplete proposals may not be considered for funding. Please send an electronic copy of your proposal to your faculty sponsor for their approval. After you have received faculty sponsor approval, please forward your completed proposal (with faculty sponsor signature and/or emailed approval) to the department administrative assistant <sdubuque>. Your proposal will then be circulated to the Department for consideration.

**Proposal Author (student) Name: Date:**

Email address:

Contact Phone Number:

**Faculty Sponsor (Psychology faculty member) Name:**

Email address:

Contact Phone Number:

*“I hereby affirm that I have reviewed this proposal, and agree to sponsor this student’s proposed project.”*

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Psychology Professor’s e-signature

**Accountability:** All award recipients must submit a report on the accomplishment of the project/activity and an accounting of expenditures to their Psychology Faculty Sponsor *as soon as possible* after its completion; in addition, recipients are expected to send a thank you note to the donor, Melissa Smith, 70 Club Drive, San Carlos, CA 94070.

**Project Program Statement.** *Provide a one-paragraph summary in the third-person of proposed activities and goals. It should clearly and concisely indicate your plan and its educational value.*

**­Proposal** *(one-two pages maximum length): In this section, provide a detailed description of your proposed project, as follows:*

* *What do you propose? (Include project scope and other relevant details)*
* *Why are you interested in doing this project?*
* *What are your projected objectives and possible outcomes of your project?*
* *What is the significance of this project to your education?*
* *If applicable, describe any relevant research methodology or other approach to the project, and outline the activities you will undertake to complete your project.*
* *Finally, if applicable, briefly explain the experience, knowledge, and skills that will enable you to accomplish the proposed project in the allotted time.*

**Project Timeline.** *These funds are intended to support projects that will be completed during the academic year for which the funds are awarded. Describe the timeline for your project, including kick-off and completion. Be as specific as possible, and indicate if/how the timeline is flexible or not.*

**Project Budget.** *In this section, indicate how you plan to use the funds requested. Be as specific and detailed as possible. In addition, indicate any other sources of funding for which you are applying, if applicable.*

* *Wages:*
* *Materials/Supplies:*
* *Travel expenses:*
* *Conference registration:*
* *Other (specify):*

Total funds requested:$

Other sources of funding, and amount:

**Additional Comments.** *In 100 words or less, please provide any additional information that you would like the Psychology Department to consider when reviewing your proposal.*