



Department of Psychology
Request for Support of Thesis/Individual Research Project
Deadline: December 8, 2017

Name: _____ Student ID: _____

Email: _____ Phone Number: _____

Faculty Advisor: _____

IRB Approval: ___ Yes

___ No If no, date when proposal was submitted to IRB _____

Title of Thesis/Project: _____

Amount of Support Requested: _____

How will Support Be Used (Pay participants, purchase materials, etc. also include an abstract of the research project and how the research will be conducted if no funds are awarded. Use a separate sheet as necessary)

I certify that the support funding will be used for University business as stated above.

Student Name: _____ Signature: _____

Faculty Advisor Name: _____ Signature: _____

Department Chair Name: _____ Signature: _____

Amount Awarded: _____

DEPARTMENT OF PSYCHOLOGY
REQUEST FOR SUPPORT OF THESIS/INDIVIDUAL RESEARCH PROJECT
GUIDELINES AND PROCEDURES

Students may be funded for independent research or thesis projects through the Department of Psychology's budget in accordance with the guidelines and procedures indicated below. Student support will be funded only if the following conditions are met and the request is approved *in advance* by the Department Chair (or designee).

GUIDELINES:

1. Must be currently enrolled at SF State.
2. Must have current research project that has been approved by a Faculty Advisor.
3. Must include a copy of the IRB approval letter. Will not be funded if research project has not been approved by IRB.
4. No more than \$300 will be awarded per student each fiscal year. Funds must be expended in accordance with University policies. Group projects must be submitted as one application and the awarded amount will be divided evenly between each applicant in terms of allocation reconciliation.
5. A limited amount of funding is available for research support. Depending on the number of requests the Department receives, projects may not be funded at the requested level.

PROCEDURES

1. Submission must include
 - A completed Request for Support of Thesis/Individual Research Project form (signed by student and faculty advisor)
 - A brief statement on how the support will support completion of the research project
 - IRB approval notification
2. Student submits all paperwork to the Department Office (EP 301). If approved, the department office will reach out to the student to determine how funds will be disbursed. The student will either be reimbursed the award amount (provided that the student has valid receipts and did not incur the expenses more than 90 days prior to the award notification), or the department will pay for the materials or participant fees (via mTurk) directly. Students who do not have valid receipts or incurred expenses more than 90 days prior to the award notification will forfeit the award. Cash advances to the student as a form of payment are not allowed.
3. Reimbursement and purchase requests must be received by May 31st each academic year. Awards not expensed prior to the deadline will be forfeited.

For questions, contact the Psychology Academic Office Coordinator:

Jacob Cable, 415 338 2714, cablejac@sfsu.edu