

Virginia Diehl & Cathy Early Research Grant for Psychology Graduate Students Application

The Virginia Diehl & Cathy Early Graduate Research Award is established to fund Psychology Department graduate student research. Each year \$1000 will be made available for graduate student grants in any of the three psychology programs (Clinical/Community Mental Health, General Experimental, and School Psychology). Applicants must be in good program standing and complete this written proposal describing the need for the funds (i.e., for research supplies, conference travel, etc.) and the purpose and value of the research. Each student may apply for up to \$500 per year on a first-come, first-served basis. The Graduate Committee will be responsible for reviewing applications and making award selection each academic year. The donors request that awards be made to students who stand to benefit the most from the funds in terms of facilitating research activities and conference travel.

Project Title: _____

Student's Name: _____

Psychology Program (CCMH, School, or Experimental): _____

Email: _____

Phone: _____

Faculty Sponsor's Name: _____

Total Funds Requested from Diehl/Early Award (up to \$500): \$_____

***PLEASE NOTE THAT FUNDS WILL BE REIMBURSED AFTER EXPENDITURES AND TRAVEL
BASED UPON RECEIPTS AND ADVANCED FILING FOR TRAVEL REIMBURSEMENT.***

Description of Need for Funds: The following are three areas for funding and guidance on timelines and what to include in your narrative. Please attach your narrative and any necessary documentation to this application.

Research Projects:

- Concise description of research, not to exceed two double-spaced pages, including general overview of research background, clearly stated objectives of research, methodology and significance to the discipline
- Receipts for expenditures are required to process reimbursement

Professional Presentations:

- Concise description of research project to be presented, not to exceed two double-spaced pages, including general overview of background information and clearly stated objectives of research
- Conference information and how it relates to professional goals
- Verification of acceptance to present
- Receipts for expenditures are required to process reimbursement

Other Scholarly Activities (e.g., professional conference attendance, including travel and/or registration):

- Concise description, not to exceed two double-spaced pages, of conference information, specific workshops/trainings you plan to attend, and how it relates to professional goals
- Receipts for expenditures are required to process reimbursement

NOTE: To get reimbursement for travel, documentation must be provided to the Psychology Department's Office Manager **at least two weeks before the travel** to ensure prior approval for covering travel expenses. If the department does not get required documentation in that time frame, then reimbursement afterward may not be possible.

Applicants should refer to the WIU Travel Guide (www.wiu.edu/business_services/accounting/travguid.php) when calculating travel costs (mileage, lodging, per diem, etc.). The University cannot reimburse for tax paid on purchases. Questions may be directed to the academic department secretary (Mary Bourell mm-bourell@wiu.edu) or the Business Office at (309) 298-1811.

Applications for funding will be evaluated based on completeness and quality of materials submitted. Applicants will be notified via email of the committee award decisions.

BUDGET (please include an itemized budget):

	Description (<i>Be specific</i>)	Funds requested from Diehl-Early Fund	Cost Sharing (funds provided by other sources)	Total
Supplies				
Conference Registration				
Other (Explain)				
Total		(Not to exceed \$500)		

Signatures and dates:

Student: _____ Date: _____

Faculty Sponsor: _____ Date: _____

SUBMIT THIS APPLICATION TO THE PSYCHOLOGY DEPARTMENT

CHAIRPERSON, Dr. David Lane at dj-lane@wiu.edu