

Updated 2018

Organization of Psychology Students Research Reimbursement Request Form

You may be reimbursed up to **\$300** for items that are research related, including for your Research Project I, Research Project II, pre-doctoral dissertation, or dissertation project. Each doctoral student can be reimbursed up to five times during their graduate career and each masters level student can be reimbursed up to two times during their graduate career (reflecting one possible reimbursement per year). These can be accumulated over time (i.e. if you do not use a reimbursement in your first year, you still have five left).

Reimbursement Request Deadlines:

Fall Semester – December 22nd

Spring Semester – May 15th

*Applications received *after* the stated deadlines date will not be eligible.

Reimbursement Request Forms received after the stated deadlines will **not** be eligible, and must be submitted the following semester. In the event that reimbursement requests exceed available funds, reimbursements will be determined by lottery. Reimbursements will be mailed to you after the end of each semester. OPS makes no judgment as to the quality or subject matter of projects. Reimbursements are granted based upon timely receipt of a completed application.

To request reimbursement, please email opsreimbursements@gmail.com with electronic copies of the completed and signed Application (Information Form and Expense Form) together with the additional documentation listed on the Information Form (see below).

Eligible Expenses: Reimbursements will only be granted for those expenses incurred by the student, which have no value that survives the research project. Examples of eligible expenses that will be approved: mailing, participant reimbursement, and photocopying. Examples of ineligible expenses which will not be approved: WAIS kit or medical monitoring equipment.

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OPS RESEARCH AWARD APPLICATION
Expense Form

Name: _____

Local Address: _____

Telephone: _____ Cell Phone: _____

Title of Project: _____

| Item | Purpose for Expense | Cost | For Official <i>Approved</i> | Use Only <i>Not Approved</i> |
|------|---------------------|------|---------------------------------|-------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

Student Signature

Date

Professor Signature

Date

Print Name: _____

Print Name: _____