



confgrnt [10/09]

Psi Chi/Undergraduate Psychology Research Conference Grants

Deadline: October 1

Submissions from applicants with overdue, incomplete, or unacceptable final reports from prior Psi Chi grants will not be considered.

email inquiries [awards@psichi.org]

Grant Description

The purpose of this grant program is to support local and regional undergraduate psychology research conferences. Funding is intended for conferences that will invite undergraduate student research presenters from at least three schools in the area and will notify all Psi Chi chapters in the geographic area of the conference. Funding is not available for conferences intended for students from a single school.

Applicants may request up to \$1,000. Total funding for this grant program is \$15,000 per year. Funds may be used for any of the conference activities listed below.

- Student/speaker travel
- Advertising
- Printing
- Student registration fees
- Refreshments

Eligibility

The conference must include undergraduate student presenters from at least three schools. All Psi Chi chapters are eligible to submit an application. If a single school organizes the conference (and invites other schools), the school submitting the application must have a Psi Chi chapter. If a consortium of schools organizes the conference, at least one member of the consortium must have a Psi Chi chapter in order to be eligible to apply. The school with the Psi Chi chapter must submit the application.

Priority will be given to newly developed conferences in geographic areas not currently served by such conferences. Preference will be given to conferences that have not previously won a Psi Chi grant.

Style/Standards

1. An electronic document which conforms strictly to the instructions in the *Publication Manual of the American Psychological Association* (APA).
2. The description of the conference should not exceed one page in 12-point font (double-spaced).
3. Proposals are not masked.

Application Procedure

1. The conference organizer should submit proposals online at www.psichi.org under the AWARDS/GRANTS section. The link for submissions is available at least one month prior to the submission deadlines.

2. Submissions are accepted online until midnight local time on October 1. Late submissions cannot be accepted.

Submission Elements

1. **Submission Form.** Complete a submission form online containing the information shown on the form to the right.
2. **Description of the Conference.** The one-page description should include:
 - a. how much funding is requested and how the funds would be spent,
 - b. the number of schools being invited to the conference and the number expected to attend the conference,
 - c. the number of expected undergraduate research presenters,
 - d. the total number of student and faculty expected to attend,
 - e. the proposed conference date(s), and
 - f. if the conference has previously won a Psi Chi grant, the year and the amount awarded.
3. **Pledge.** Include a statement by the conference organizer indicating the submitting chapter will fulfill the winner responsibilities.

Winner Responsibilities

1. If for any reason the conference does not take place, the conference coordinator will inform the Psi Chi Central Office immediately and be prepared to repay all or some of the grant money that has been awarded, as determined by Psi Chi.
2. The conference will publish the following statement in its program and on its conference website/webpage (including a link to www.psichi.org on the conference website): "This conference was funded in part by a grant from Psi Chi, the International Honor Society in Psychology [www.psichi.org]."
3. The conference will display a Psi Chi banner, which will be provided to the sponsoring school or consortium member that has a Psi Chi chapter.
4. Within 30 days following the conference, the conference organizer will submit a 400–500 word report to the Psi Chi Central Office. The report should indicate the number of presenters, the number of schools represented, and a breakdown of how the Psi Chi funds were spent. The report should be submitted via email to awards@psichi.org.

All proposals must be written in English.

Psi Chi/Undergraduate Psychology Research Conference Grants

Please complete this form online by midnight local time on October 1 at www.psichi.org/awards/award_12.aspx

Name (or proposed name) of the conference	
Amount of funding requested	
Date[s] of conference	
Years of existence (or new)	
Director of conference for contact purposes	
School name	
Mailing address Street or PO Box	
City State Zip Country	
Phone	Email
Conference website (if applicable)	
Number of participants last year (if applicable)	
Number of schools represented	

[must be at least three schools, or in the case of a new conference, the expectation is that the number represented would be at least three]

Acceptance of Grant Conditions: I hereby attest that the following stipulations will be followed:

- The conference will display a Psi Chi banner, which will be provided to the sponsoring school or consortium member that has a Psi Chi chapter.
- Within 30 days following the conference, the conference coordinator will send a brief report to the Psi Chi Central Office. This report will include the number of presenters, the number of schools represented, and a breakdown of how the Psi Chi funds were spent.
- The conference will publish the following statement in its program and on its conference website/webpage (including a link to www.psichi.org on the website/webpage): "This conference was funded in part by a grant from Psi Chi, the International Honor Society in Psychology [www.psichi.org]."

Signature of conference director | Date

Enter online at www.psichi.org under AWARDS/GRANTS