

## Small Grants Scheme Application Form

### SECTION 1: What are EPS small grants, and for whom are they intended?

- These grants enable members of the Society to pursue small-scale research projects that require limited funding for part-time research assistance and/or other expenses incurred in the running of one or more empirical studies.
- Applicants must be members of the EPS whose department will be hosting the grant.
- The value of the EPS small grant is £3,500\*.
- The grant will provide support for a period of one year. The hosting department will invoice the EPS within 2 months of the first anniversary of notification of the award for the value of the award spent at that point.

\* Where the invoice is for less than 75% of the total award, the EPS will reimburse the money spent at that point. An updated report (or brief summary if the initial report has already been sent) should then be forwarded to claim the remaining funds; there will be no deadline for this. Where the amount being claimed is more than 75%, but less than 100% the full grant of £3,500 will be payable. The EPS expects the unused monies to be used in continued support of the research activities of the award holder.

- The purpose of the grant is to support a research project with specific aims and objectives. Applications that say what specific research studies will be carried out are more likely to succeed than ones which provide less specific details.
- The intended activities should NOT be a central part of any other funded project (although they may be associated with such projects). Proposals that fail to satisfy this requirement will not be funded.
- Members who have been in receipt of an EPS Undergraduate Research Bursary, or an EPS Small Grant, in the previous calendar year are ineligible to apply.

See [www.eps.ac.uk/grants/smallgrants.html](http://www.eps.ac.uk/grants/smallgrants.html) for full terms and conditions

### Short details of application:

<b>Applicant's name:</b>	
<b>Applicant's home institution:</b>	
<b>Applicant's email address:</b>	

SECTION 2: Statement checklist. To be included with the application.

TICK TO CONFIRM

- The applicant is a member of the Experimental Psychology Society.
- The proposed activities will not form the basis for any work already funded.
- The full value of the grant will be spent in support of directly incurred expenses associated with the project and will not be used to meet overheads or other indirect or directly allocated costs.
- The applicant has read, and agrees to abide by, the full terms and conditions associated with the Small Grants Scheme ([www.eps.ac.uk/grants/smallgrants1.doc](http://www.eps.ac.uk/grants/smallgrants1.doc))

The following must be provided within the application form or enclosed with it.

- A grant proposal that includes the sections specified in section 3.2
- A one page curriculum vitae
- A letter from the Head of the department that would host the grant, indicating the department's willingness to administer the grant according to the Society's terms and conditions for the Small Grants Scheme

### 3.1 Applicant's details

<b>Name:</b>	
<b>Departmental Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Please list specific EPS activities (i.e. presentations at EPS meetings, QJEP papers, etc.) including dates/venue</b>	

**If NOT in a permanent academic position, please complete the following:**

**Postdoctoral worker**

**Date PhD awarded:.....**

<b>Current post and employer:</b>	
<b>Name of Principal Investigator on employing grant:</b>	
<b>Signature of PI to confirm their willingness for the applicant to receive a small grant:</b>	

### 3.2 Grant proposal:

The proposal should include sections addressing each of the following. The proposal should not exceed 1000 words. Up to four tables/figures may be included.

**EPS activities:** Provide details of QJEP papers published, talks delivered to the society, etc.

**Summary of current research:** Provide a brief description of current research work and achievements.

**Aims of the research project:** State clearly the project's aims.

**Intended activities:** Details of the research work (including specific studies). **NB.** The intended activities should NOT be a central part of an already-funded project. Make clear any linkage with existing research activities.

**Anticipated expenditure:** Details of how the monies will be spent.

**NB.** Detailed costings are not required.

**Benefits to the member:** Detail the benefits that will accrue from the research if it is funded. These might include pump-priming of a new research area, collection of pilot work to support a larger grant application elsewhere, difficulties in obtaining funding for this form of work elsewhere, etc.

### 3.3 Grant details:

<b>Proposed Start date:</b>	
<b>Total sum requested:</b>	
<b>Amount to be charged for research assistance (per hour) if relevant</b>	

**I confirm that this application conforms to the guidelines for EPS small grants, and that I was not awarded an EPS undergraduate research bursary or an EPS small grant in the last calendar year.**

**Applicant's signature .....**      **Date .....**

### 3.4 Please enclose with the application:

- A one page curriculum vitae
- A letter from the Head of the Department that would host the grant, indicating the department's willingness to administer the Grant according to the Society's terms and conditions (see the society website).

Send this form and enclosures (including checklist) to

Dr John Towse (EPS Hon Secretary)  
Department of Psychology  
Lancaster University  
Lancaster  
LA1 4YF

Applicants also have the option instead to prepare and submit a single PDF file of the aggregated, signed application material to [eps@lancaster.ac.uk](mailto:eps@lancaster.ac.uk). In this case it is the applicant's responsibility to ensure that all material is compiled and formatted appropriately.

Please do not send a hard copy through the post if you have already emailed your submission.