



Research Workshop Application Form

SECTION 1: What are EPS research workshops and for whom are they intended?

The Society grant will offer financial support for workshops in experimental psychology. A maximum of £4,500 may be awarded to any individual proposal. Awards will be used to contribute towards travel and maintenance of workshop participants, and other approved costs.

In considering proposals, the Committee will give preference to workshops that could not normally be included in the format of regular EPS meetings, and that have not previously received an EPS grant. The Society will also favour workshops for which it can be recognised as a major supporter, rather than large scale meetings for which EPS support would constitute only a minor contribution. Workshops that are open to all EPS members and postgraduate students studying experimental psychology are more likely to be supported than are closed workshops. Similarly, workshops within the UK which are easily accessible to EPS members and postgraduates are more likely to be supported than overseas workshops that would incur substantial travel costs.

The committee encourages applicants to develop a speaker programme that appropriately represents the diversity of the research community. Applicants may wish to indicate in the proposal how they have balanced the list of speakers. Presentations made at workshops do not count as presentations to the Society.

Applicants should be EPS members. The procedure for applications is as follows. Proposals should include a brief outline of the purpose and budget of the workshop, and an estimate of the likely number of participants. Proposals should be sent to the EPS administrator at least six months before the planned date of the workshop. The proposals will be circulated to committee members with the Agenda for the next Committee Meeting. Retrospective applications will not be considered.

The completed documents should be sent to the EPS administrator by email (preferred) to expsychsoc@kent.ac.uk or by post, by the submission deadline. If emailing, applicants must prepare and submit a single PDF of the aggregated, signed application material. In this case it is the applicant's responsibility to ensure that all material is compiled and formatted appropriately.

There are 4 submission deadlines per year - 1 March, 1 June, 1 September and 1 December.

Grants will be awarded by the EPS Committee. Successful applicants should submit a brief (c. 1000 word) report of the workshop within eight weeks of its completion, together with a copy of the programme of the workshop, and a summary of actual income and expenditure. The Society's assistance should be acknowledged on any printed material arising from the workshop.

Short details of application:

Applicant's name:	
Applicant's home institution:	
Applicant's email address:	

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 Research Workshop Scheme (<https://eps.ac.uk/research-workshops/>)

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

SECTION 3

3.1 Applicant's details

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

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

Postdoctoral worker

Date PhD awarded:.....

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

3.2 Grant proposal:

The proposal should include sections addressing each of the following. The proposal should not exceed 1000 words.

Aims of the research workshop: Proposals should include a brief outline of the theoretical context, and purpose of the workshop.

Timeliness of the proposed topic: A comment on why this topic is important now.

Participants: Provide an estimate of the likely number of participants, and target audience.

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

NB. Detailed costings are not required.

3.3 Grant details:

Proposed dates of workshop:	
Proposed location of workshop:	
Total sum requested:	

I confirm that this application conforms to the guidelines for EPS research workshops.

Applicant's signature **Date**

Send this form and enclosures (including checklist) to:

Sam Hurn
EPS Administrator
School of Psychology
Keynes College, University of Kent
Canterbury
CT2 7NP

Applicants also have the option instead to prepare and submit a single PDF file of the aggregated, signed application material to expsychsoc@kent.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.