



## STUDY VISIT Grant Application Form

**Submission deadlines: 1 March, 1 June, 1 September, 1 December**

Applications must be submitted in advance of the proposed visit – retrospective applications cannot be considered.

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

- Study Visit grants pay for travel to and accommodation at another institution. There are no restrictions on the length of the visit, although the typical period is up to 3 months.
- Applicants must be an EPS postgraduate member or postdoctoral workers who received their PhD within the previous five years.
- Purpose of visit is to develop the applicant's research skills, and may include - for the visitor to learn at first-hand about experimental procedures employed in the host laboratory, collection of data that cannot be collected in the home department, designing studies to be carried out after the end of the trip that require the input of the host laboratory.
- Applications that say what specific research studies will be carried out or planned, or what specific training will be acquired, are more likely to succeed than ones which seek less specific training / experience.
- The intended activities should NOT have been part of the applicant's planned PhD or funded project. Proposals that fail to satisfy this requirement will not be funded.
- Awards will NOT be granted for work which would normally be expected to be funded by other bodies (e.g., the applicant's award-granting body) including work for which the need should have been foreseen at the time the PhD or current employment started.
- Applicants funded by a Research Council, departmental or other studentship, or a research grant, are expected to seek a contribution (typically up to £300) towards the visit from these sources before applying to EPS.
- The maximum EPS grant is £3,000, plus reimbursement of costs of institution visited up to a maximum of £100.

See the EPS website for further details <https://eps.ac.uk/study-visit-grants/>

#### Short details of application:

<b>Applicant's name:</b>	
<b>Applicant's home institution:</b>	
<b>Applicant's email address:</b>	
<b>Institution to be visited:</b>	
<b>Title of Study:</b>	

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

TICK TO CONFIRM

- The applicant is an EPS postgraduate member, or a postdoctoral worker who received their PhD within the last five years.
- The purpose of visit is for one or more of the following – (i) for the visitor to learn at first-hand about experimental procedures employed in the host laboratory, (ii) collection of data that cannot be collected in the home department, (iii) designing studies to be carried out after the end of the trip that require the input of the host laboratory.
- The proposed activities are NOT part of the applicant's planned PhD or funded project.

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

- A short summary of applicant's current research interests (see section 3.2)
- A study visit proposal that includes the sections specified in section 3.4
- The applicant's curriculum vitae
- Short references from two EPS members (one of whom should normally be the applicant's supervisor, ex-supervisor or grant-holder)
- A letter from the institution to be visited, indicating its willingness to receive the applicant and confirming the availability of the relevant research facilities, as outlined in 3.5

## SECTION 3: Application Form

### 3.1 Applicant's details

<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>			

Indicate one of the following:

**Registered for higher degree**      **Full-time/Part-time (delete as appropriate)**

<b>Start date:</b>	
<b>Source of funding for PhD:</b>	
<b>Supervisor:</b>	
<b>Department:</b>	
<b>Address:</b>	

**Postdoctoral worker**      **Date PhD awarded:.....**

<b>Current post and employer:</b>	
-----------------------------------	--

### 3.2 Summary of current research:

**PhD applicants:** Please provide a summary of your PhD topic, what has been achieved so far, and what remains to be done.

**Postdoctoral applicants:** Please provide a brief description of current research work and achievements.

**Maximum 800 words in both cases with up to two Tables/Figures.**

### 3.3 Details of proposed visit:

<b>Local contact/host:</b>	
<b>Department:</b>	
<b>Institution/ Address:</b>	
<b>Start date:</b>	
<b>Duration:</b>	

### 3.4 Study visit proposal:

The proposal should include sections addressing each of the following. Excluding the section for costs, the proposal should not exceed 1000 words. Up to four Tables/Figures may be included.

**Aims of the visit:** State clearly the visit's aims, including benefits to the applicant.

**Intended activities:** Details of the research work (including specific studies) or training that will be achieved. Make clear why it is important to visit this specific institution, and how the planned activities will extend, complement, or enhance your current research. **N.B.** The intended activities should NOT have been part of the designed content of your planned PhD or funded project.

**Costs:** All expected costs should be itemised. **N.B.** EPS grants normally only cover travel and accommodation. Total amount requested cannot exceed £3,000, plus additional reimbursement costs of the institution visited up to a maximum of £100. Applicants are normally expected to seek a contribution (up to £300) from sources other than the EPS.

#### What financial help has been sought/offered from your sponsor/institution/elsewhere?

<b>Amount:</b>	
<b>Source:</b>	

#### If this has not been obtained, why not?

--

**I confirm that this application conforms to the guidelines for EPS study visits.**

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

### 3.5 Please enclose with the application:

- Your curriculum vitae
- Short references from two EPS members (one of whom should normally be your supervisor, ex-supervisor or grant-holder)
- A letter from the institution to be visited, indicating its willingness to have the applicant and confirming the availability of the relevant research facilities. If this letter is from the Head of the Institution or other person who is unlikely to have day to day contact with the applicant, the letter should indicate who will be supervising the work on a daily basis

Send this form and enclosures (including checklist), by the closing date of 1 March, 1 June, 1 September, 1 December, to : **Professor Heather Ferguson (EPS Hon Secretary), School of Psychology, Keynes College, University of Kent, Canterbury, CT2 7NP.**