



# Undergraduate Bursary Scheme

These bursaries enable undergraduates who are considering a postgraduate research career in Experimental Psychology to work in a research laboratory under the supervision of an EPS member during the summer vacation prior to their final year. Each bursary provides up to ten weeks' support, and includes a sum intended to offset accommodation costs.

## **Nature of the Support**

The award provides support at a weekly rate of £250 (this figure takes into account accommodation costs). The Society will not provide costs over and above this weekly rate, and hence does not provide additional support towards research expenses associated with the project. The bursaries carry no National Insurance liability, and it is the responsibility of the host department to ensure that National Insurance and income tax are not deducted from payments to the student. The award is for a maximum of £2,500, and any additional expenses must be borne by the host institution. The Society will, on receipt of an invoice at the end of the period of the bursary, reimburse the institution up to the maximum amount detailed in the letter of award.

## **Payment of the Award**

Successful applicants will be informed in writing by the Hon. Sec. The hosting department will be responsible for administering the award. The awards are paid in arrears, and on completion of the award, the department should send an invoice up to the maximum awarded amount to the Hon. Sec, accompanied by a 1-page Final Report completed by the award holder (see below). It is the responsibility of the host department to ensure that payments can be made to the undergraduate during the course of the project work.

## **Eligibility**

Any member of the EPS employed within the UK is eligible to apply for such an award so long as they had not been awarded an EPS undergraduate research bursary or EPS Small Grant in the immediately preceding calendar year, and provided they have not been awarded an EPS Small Grant in the current or preceding calendar year. Only in exceptional circumstances might more than one award be made to a single host department. Only one application can be submitted by the applicant. Students must take up the award during the summer vacation prior to their final year. Bursaries will only be awarded for work to be undertaken in the supervisor's department. The nominated undergraduate need not be a member of the institution at which the bursary will be taken up, but they must be registered for an Undergraduate Degree and must take up the bursary in the summer vacation prior to their final year.

## **Application Procedure**

An application form can be downloaded from:  
<https://eps.ac.uk/undergraduate-research-bursary/>.

In addition to completing this form, applicants are also asked to include a proposal not exceeding 1000 words. Details of the headings which should be used are included in the application form. The completed documents should be sent to the Hon. Secretary by the deadline advertised on the EPS website. Applications will be considered at the EPS committee meeting in March/April of each year, until further notice.

## **Final Report & Financial Statement**

On completion of the bursary, the award holder must complete the Final Report form that can be downloaded from:

<https://eps.ac.uk/undergraduate-research-bursary/scheme>.

This should be sent, together with an invoice, to the Hon. Secretary before 31<sup>st</sup> December of the year in which the bursary was awarded. The Final Report form must be signed by the award holder, the Head of the hosting department, and the undergraduate who was supported by the bursary. In addition, the Final Report requires confirmation that local procedures for ethical scrutiny of the project were adhered to.

## **Conditions of Award**

1. Bursaries must be used solely for the purposes set out in the application, and in support of the student named in that application.
2. The Society must be informed immediately if the circumstances of the application change. If the student is unable to take up the bursary, any decision regarding transfer of the award will be made at the discretion of the Honorary Secretary and other officers and committee members as appropriate. The Society must be informed immediately if the applicant receives a bursary from another organisation for the same undergraduate nominated in the application for the EPS bursary; in such circumstances the Society would normally withdraw the award.
3. Bursaries are paid in arrears by cheque payable to the host institution, sent to the Society Member on receipt of the Final Report (see below). It is the responsibility of the host institution to ensure that the student supported by the bursary receives weekly or monthly payments (to be agreed in advance with the student) up to the maximum permitted under the award.
4. The Final Report and Invoice should be sent to the Honorary Secretary by 30<sup>th</sup> November in the year of the award. This deadline can be increased to December to help spread the time, but it is recommended to submit the report by November. The Society reserves the right to withhold payment if this deadline is not met. In this case, it would be the responsibility of the host institution to meet the costs of the bursary and to ensure that any outstanding payments due to the student and associated with the bursary were not withheld.

5. We have been advised that under Section 331 of the Income and Corporation Taxes Act 1988, the bursaries are exempt from Income Tax. "331.— (1)" Income arising from a scholarship held by a person receiving full-time instruction at a university, college, school or other educational establishment shall be exempt from income tax, and no account shall be taken of any such income in computing the amount of income for income tax purposes. "(2)" In this section "scholarship" includes an exhibition, bursary or any other similar educational endowment." We have been further advised that because these bursaries are exempt from income tax, they also attract no National Insurance contribution liability.

6. The host department and the supervisor must ensure that the work carried out by the holder of the bursary satisfies all local ethical guidelines. It is expected by the Society that ethical approval will be sought according to the local procedures set in place by the host institution, and that approval must be obtained prior to commencement of the project. It is the responsibility of the host department to ensure that the appropriate procedures are followed. The host department will need to confirm, in the Final Report, that ethical approval was given for the supported project. Where the research involves experimentation with animals, the research must be carried out in accordance with the appropriate Home Office licences. The host department will need to confirm in such cases that such licences were valid at the time of the research. Where confirmation of appropriate ethical approval and/or Home Office certification cannot be given, the Society reserves the right to withhold payment of the award. In such cases, it would be the view of the Society that the host department should meet the bursary costs, and that payment to the student should not be withheld.

7. The host institution is responsible for any intellectual property rights arising from the bursary. Any publications arising from this research should acknowledge the contribution of the Experimental Psychology Society. The text of any press releases should acknowledge the funding role of the Society, but should also state clearly that the views expressed in the release are those of the Society Member to whom the bursary was awarded and are not necessarily those of the Society.