



Small Grants Scheme

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. Preference will be given to projects that include participation of undergraduate or postgraduate students on an ad-hoc basis. Awards will not be granted for work that is a central part of an already-funded project. The award covers a period of one year.

Nature of the Support

The award is for £3,500. This sum can be used to offset research expenses associated with the project. Allowable expenses include ad-hoc payments to undergraduate or post-graduate students for research assistance, participant expenses (or, for research with animals, costs associated with animal participation), technical fees, costs associated with the use of neuroimaging facilities, and the purchase of minor pieces of equipment essential to the running of the funded research project. The EPS understands that there are a range of institutional funding practices for research staffing, however the EPS places importance on the proper funding of students, whatever experiential benefits may also accrue.

The award cannot be used to finance the purchase of major items of equipment (including computing equipment), or to finance travel to conferences. The EPS does not make awards on a full economic costing basis, and overheads, indirect costs, estate costs, and other directly allocated costs will not be met by the EPS. There is no requirement that the project be completed within the specified period, although a final report that describes progress on the project will be required within two months of the first anniversary of notification of the award.

Payment of the Award

Successful applicants will be informed in writing by the Hon. Secretary. 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 for the full value of the award to the Hon. Sec, accompanied by a 1-page Final Report completed by the award holder (see below). The EPS does not regard grant activity and grant reports as supplies or deliverables for specific items, and therefore does not expect to pay VAT on grant invoices. It is the responsibility of the host department to ensure that any ad-hoc payments made to students can be made during the course of the project work, and that any National Insurance and income tax liabilities are met. Where the entire award would be spent on research assistance, applicants should consider whether an undergraduate bursary may not be more beneficial (these carry no National Insurance or income tax liability).

Eligibility

Any member of the EPS is eligible to apply for such an award so long as they have not been awarded an EPS small grant in the immediately preceding calendar year. Similarly, members who have been awarded an undergraduate bursary in the same or the immediately preceding year may not apply. Only one application can be submitted in any given year by the applicant.

Application Procedure

An application form can be downloaded from the website. 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. Anticipated expenses should be listed in the relevant section, although if awarded, the award holder can vire across headings without needing to inform the Society. Details of incurred expenses and any such virement should be included in the Final Report (see below). The completed documents should be sent to the Hon. Secretary at any time of the year; applications received up to 4 weeks before a committee meeting (which are held at each of the Society's regular meetings plus additionally in October/November) will be considered at that committee meeting, otherwise they will be considered at the following meeting.

Final Report & Financial Statement

Within 2 months of the first anniversary of notification of the award, the award holder must complete the Final Report form that can be downloaded from the website. This should be sent, together with an invoice*, to the Hon. Secretary.

*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 within 12 months.

The Final Report form must be signed by the award holder and by the award holder's Head of Department. In addition, the Final Report requires confirmation that local procedures for ethical scrutiny of the project were adhered to. The Final Report must include details of actual expenditure, although the accompanying invoice should be for that value if less than 75%, or the full amount of the award (£3,500) if more than 75%. It is the expectation of the Society that the host institution will use the unspent funds to continue support of the research activities of the award holder.

If sending an updated report and invoice and the actual spend since the first report brings the total over the 75% threshold, the award holder should invoice for the remainder of the full amount of the award (£3,500). If the actual spend since the first report does not bring the total over the 75% threshold, the award holder will only be reimbursed for this actual expenditure and the grant will be closed.

The EPS does not regard grant activity and grant reports as supplies or deliverables for specific items, and therefore does not expect to pay VAT on grant invoices.

Conditions of Award

1. The award must be used solely towards the research activities of the award holder.
2. Awards are paid in arrears by cheque payable to the host institution, sent to the Society Member on receipt of the Final Report Form and Final Report (see below). It is the responsibility of the host institution to ensure that any payments made through this award are made in accordance with locally agreed procedures.
3. The Final Report Form, Final Report and Invoice should be sent to the Honorary Secretary within two months of the end of the award. 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 associated with the project for which the award was originally made. The host institution would be expected to ensure that outstanding payments due to any student or participant associated with the project were not withheld.
4. The host department and the award holder must ensure that the work carried out under the award 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 project costs, and that payments to students and/or other participants should not be withheld.
5. 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.