



## **Small Grants Scheme**

These grants enable ordinary members of the Society to pursue small-scale research projects that require funding for part-time research assistance and/or other expenses incurred in the running of one or more empirical studies. Applicants are encouraged to consider including 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 maximum value of the EPS Small Grant is £10,000. This sum can be used to offset research expenses associated with the project. Allowable expenses include payments to employ a research assistant, participant expenses (or, for research with animals, costs associated with the use of animals), 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 research assistants and participants (i.e. payment in line with qualifications, experience and time commitment), whatever experiential benefits may also accrue.

The award cannot be used to finance the purchase of major items of equipment (including computing equipment). 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. It is expected that the project will be completed within the one-year period from the award start date (as indicated on the application form), and a final report that describes progress on the project will be required within two months of the first anniversary of this start date.

It is expected that the research project will be completed in the one-year period; extensions to the funding will only be approved under exceptional circumstances by contacting the Honorary Secretary. Requests to pause/extend the grant for parental or other leave will be received sympathetically by the Society and may expect to be agreed as a matter of course. In such cases, the Society will consider requests to extend the award so that the holder has the full-time equivalent of 12 months devoted to the project.

### **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 total expenditure

(not exceeding the value of award) to the Hon. Sec, accompanied by a 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 payments made to research assistants can be made during the course of the project work, and that any National Insurance and income tax liabilities are met.

## **Eligibility**

Any ordinary member of the EPS is eligible to apply for such an award so long as they have not been awarded an EPS Undergraduate Research Bursary, EPS New Graduate Research Bursary, or an EPS Small Grant in the current or immediately preceding calendar year. Only one application can be submitted in any given year by the applicant, and Members can only apply for one funding scheme per round.

## **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 1,000 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 for the two funding deadlines of 1<sup>st</sup> June and 1<sup>st</sup> December. Applications received before a deadline will be considered at the following committee meeting, otherwise they will be considered at the next deadline and subsequent meeting.

## **Final Report & Financial Statement**

Within one year and 2 months of the award start date (as indicated on the application form), 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.

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. 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 one year and two months of the award start date (as indicated on the application form). 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 research assistant 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 grant was awarded and are not necessarily those of the Society.