

The Mark A. Berkley Undergraduate Research Endowment Information for Applicants

The Berkley research endowment was created to recognize and honor the contributions of Dr. Mark A. Berkley to the Department of Psychology at FSU. Dr. Berkley supported and mentored many undergraduates who ultimately went on to become scientists, physicians and veterinarians. The endowment is proud to provide funding to undergraduates involved in research projects in the Department of Psychology. Below are 11 things that students and their faculty sponsors should be aware of before submitting an application for support.

1. This award is solely to fund projects, or parts of projects, that are not already covered by existing funding.
2. Applications must be submitted to the Psychology Advising office no later than 4:00 P.M. on Tuesday, January 31st, 2012. This is approximately one month from the beginning of spring semester.
3. Awards of support will be announced at the Undergraduate Research Day (URD) event that occurs in April of every year. However, it is possible that applicants may be notified earlier.
4. Funds will be available to students on June 1st of the same year and must be spent by the following May 31st, thus allowing students one year of support.
5. Students are required to submit a summary of their project and the account expenses prior to the end of the funding period. If their project is being presented as a poster or oral presentation during URD, this will meet this criterion for the project summary.
6. If equipment is to be purchased, the sponsoring faculty member is required to contribute 50% of the total cost of the equipment, including shipping and handling costs. Ownership of the equipment will remain with the faculty member.
7. The committee reviewing applications will consist of the Director and members of the Psychology Undergraduate Studies Committee and the current faculty advisor to Psi Chi. Members that have a student applying for funds must recuse themselves from the vote on their student.
8. Applications for support of up to \$500 will be considered. However, it is expected that the average amount of awards will be between \$75.00 and \$300. It is anticipated that additional donations will allow this amount to be increased in the future. The committee reserves the right to reduce the amount of funding an applicant requests for any reason.
9. Applications requesting funding for travel to conferences will not be considered. Funding is only for the purpose of conducting research.
10. Proposals that are submitted in January 2012 may include research that was begun during Fall 2011, or that will begin during Spring 2012 or Summer 2012.

11. Print out the application page below, and complete all information requested. Attach it to the additional pages necessary to address questions. Be sure to answer all questions thoroughly, and be sure that your major professor signs and dates the application, and indicates how this project will be funded in the event that you do not receive this award. Submit 5 printed copies of entire application to Academic Advising Office (A209 PDB) by January 31, 2012 at 4:00 PM.

**The Mark A. Berkley Undergraduate Research Endowment
Application for Support**

Please provide the information below and submit five printed copies to the Academic Advising Office (A209 PDB) by January 31, 2012 at 4:00 PM.

Applicant Information (write **NEATLY**)

Name: _____

Email: _____

Phone: _____

Faculty supervisor: _____

Description of project. Project description should be no more than 5 double-spaced pages (using 12-pt. font). Be sure that description includes: 1) brief overview of relevant literature and what this project adds to existing scientific literature, 2) overall goals of the project, 3) specific hypotheses to be tested, 4) methods for testing the hypotheses (be as specific as possible without proposal going over limit), 5) data analyses to be conducted, and 6) implications that might emerge from this research.

Funding. Provide a detailed breakdown of how the funds will be used. Breakdown and justification for funding should be 1-2 pages. If equipment is to be purchased, then a written quote from an FSU approved vendor is required. All awarded funds must be spent by the end of the following fiscal year.

Amount (\$) requested: _____

Applicant signature: _____ **Date:** _____

To be completed by faculty: Indicate how this proposal will be paid for in the event that it is NOT funded by this award. Then, sign and date below.

- This proposal will be paid for by the student submitting the proposal.
- This proposal will have to be modified so that it fits within an existing funded project.
- Other (please explain)

_____ Date: _____

Do NOT write below. For Committee decision only.

Committee decision: No funding Partial funding Full funding
Funding amount: _____

