

Clinical Section Educational Activity Student Grant

Established in 2008, the Clinical Section Educational Activity Student Grant was designed to help Clinical Section students extend their educational experience through organizing extracurricular educational activities (e.g., workshops, lectures, round tables). The Clinical Section Educational Activity Student Grant, a maximum value of up to \$2000, or two awards of \$1000 each, will provide further support for student members of the Clinical Section and will be awarded annually.

In the Fall of each year, the Student Grant will be awarded to one or multiple submissions, depending on the number of applications received and the amount requested.

To be eligible:

- Must be a student member of the Clinical Section of CPA and must, therefore, also be a student member of CPA.
- The proposed activity must be relevant to clinical psychology and must be consistent with the Clinical Section's commitment to evidence-based practice.
- When feasible, the activities supported by the Grant should encourage a broad and/or diverse audience in addition to the graduate students in the organizing department (e.g., graduate students from multiple universities; clinicians within the community).
- The proposed educational activity must have the support of both the Chair of the Psychology Department and the Director of Clinical Training of the student's program.
- The activities supported by this Clinical Section Educational Activity Student Grant are encouraged to also be financially supported by other sources, such as a university, hospital, or community organization.
- The activity must be held at a university or hospital.
- If the activity is a workshop, it must be a minimum of one half-day in length.

How to Apply:

- Complete and submit the application form, available at: <http://www.cpa.ca/aboutcpa/cpasections/clinicalpsychology/clinicalsectionnewsandevents/>
- Submit a description of the educational activity (e.g., the format and who will be presenting), its relation to clinical psychology and the logistics of the educational activity (e.g., when and where it will take place, how long it will be, who is invited, etc.) (max 1 page)
- Submit a detailed proposed budget, including delineating where additional money not covered by the grant will come from (max 1 page), whether there is potential for revenue for the event (and how much), and what outstanding costs will exist after taking into account other sources of funding and potential revenues
- ***Please note:** Documents exceeding the maximum page limits will not be reviewed.
- Have both the Chair of the Department and the Director of Clinical Training submit a letter or email in support of the educational activity and to confirm where the additional funds will come from.
- Please submit via e-mail to the Student Representative of the Clinical Section before **January 15th**. The Student Representative's contact information can be found at:

Conditions of the Grant:

- Upon receiving notification of winning the Student Grant, direct confirmation should be provided from the speaker(s) or presenter(s) of the educational activity to the Treasurer of the Clinical Section regarding the planned date and format of the activity.
- Funds will be released to the Director of Clinical Training or the Chair of the Department after the event has taken place and receipts have been submitted in order to reimburse event coordinators for any costs incurred. Applicants may ask for the funds to be released in advance, in whole or in part, in order to cover certain expenses (e.g., down deposit to secure a venue).
- Awardees will submit receipts to the secretary-treasurer of the Clinical Section of the Canadian Psychological Association for reimbursement after the event is held. Awardees must also account for other sources of funding at this time, such as revenues and profits from attendance fees, and indicate the outstanding balance after these revenues are taken into the account. Educational Activity Grant funds will be awarded to cover outstanding balances after profits and revenues are taken into account. If there are no outstanding balances after taking revenues into account, the Educational Activity Grant funds will not be released.
- All money awarded must be used for the educational activity and any unused funds will not be released for reimbursement.
- The Clinical Section reserves the right to withhold the reimbursement of funds, or request return of funds, after the educational event has occurred, in the event that the activity is **substantially** altered from that originally proposed (e.g., change of speaker(s)), or revenue from the event has covered any costs incurred by putting on the event.
- Following notification regarding winning the Student Grant, changes to the originally submitted budget (i.e., reallocation of funds) that exceed 20% of the total budget must be submitted for approval to the Treasurer and Student Representative of the Clinical Section. Proposed changes may be reviewed by the original selection committee.
- After completion of the educational activity, have both the Department Chair and the Director of Clinical Training submit a letter or email to confirm the date of the activity and the number of attendees.
- Recipients of the Clinical Section Educational Activity Student Grant will be asked to provide a summary of the completed activity for the section newsletter.