

CANADIAN  
PSYCHOLOGICAL  
ASSOCIATION



SOCIÉTÉ  
CANADIENNE  
DE PSYCHOLOGIE

## CANADIAN PSYCHOLOGICAL ASSOCIATION STUDENT RESEARCH GRANTS : RULES AND ELIGIBILITY CRITERIA

### APPLICANT ELIGIBILITY CRITERIA

The Canadian Psychological Association (CPA) wishes to support student research in **all** areas of psychology.

Funding up to \$1,500.00 is available per project. Applications are due in November of each year (exact date TBC).

At the time of application and if successful, over the term of the grant, the applicant/grantee must be a **graduate student affiliate in good standing of the CPA**; enrolled full-time in a psychology graduate program at a provincially or territorially chartered Canadian University. **The applicant's/grantee's direct supervisor must also be a member in good standing of the CPA at the time of application and if successful, over the term of the grant.**

Students can only be funded once from this funding opportunity.

The adjudication committee will consider the following in evaluating proposals:

1. Applicant's Qualifications
  - Scholarships & Awards
  - Publications
  - Conference Presentations & Other Relevant Experience
2. Merits of Proposal
  - Rationale & Background
  - Feasibility, Design & Methods
  - Potential Impact & Originality

### APPLICATION REQUIREMENTS

Applications must be submitted electronically via a specific link available closer to the deadline date.

Applications can be submitted in English or in French.

Application requirements include:

1. An abstract of **250 words or less** summarizing the research or focus of the leadership activity.

2. A description (maximum 5 double-spaced pages including references, figures) outlining:
  - a. the rationale and background, feasibility, design and methods, potential impact, and originality
3. Status/proof of REB review process if required for project (either confirmation of submission for ethics review **OR** confirmation of ethics approval)
4. Specific amount requested, including an itemized budget.
5. CV of applying student.
6. A statement from the student's department chair that the department supports the student's application and will comply with the CPA's rules for funds administration if the student's application is successful. The letter must note that expenditures will only be authorized once REB approval or registration is obtained. The appropriate University administrator's name, email address, postal address, title and business phone number should be indicated.

**Applications not meeting all of the proposal requirements will not be considered for funding.**

## **RELEASE OF FUNDS**

For funded projects, the CPA will release funds upon receiving a valid certificate of compliance from the Research Ethics Board (REB) of the applicant's institution along with confirmation of affiliate/membership status from the CPA's Membership Department.

## **RESPONSIBILITIES OF GRANT RECIPIENTS**

Successful applicants will be expected to provide a final (or progress) report to the CPA's Scientific Affairs Committee ([science@cpa.ca](mailto:science@cpa.ca)) of the outcome of their research (approximately 500 words) within 18-months of receiving funding. Successful applicants will also be expected to submit a 150-word write up of their research for *Psynopsis*, the CPA's quarterly magazine. The CPA should be acknowledged in any publications or presentations resulting from the research. Unused funds after the defense of the thesis must be returned to the CPA.

## **GENERAL RULES**

- At the time of application and if successful, over the term of the grant, the applicant/grantee must be a **graduate student affiliate in good standing of the CPA**; enrolled full time in a psychology graduate program at provincially or territorially chartered Canadian University.
- At the time of application and over the term of the grant (if successful), the applicant's/grantee's direct supervisor must also be a member in good standing of the CPA
- Proposals with co-applicants will not be accepted/considered.
- Grants are awarded to eligible student researchers and are administered through the institution's administration systems. The student grantee authorizes expenditures in accordance with the CPA's policies and requirements, as outlined here, and with institution policies. No one may initiate or

authorize expenditures from the CPA grant account without the student grantee's delegated authority.

- Grant funds must contribute towards the direct costs of the research for which the funds were awarded, and the benefits should be directly attributable to the grant. The institution pays for the indirect or overhead costs associated with managing the research funded by CPA.
- Expenditures will only be authorized once Research Ethics Board (REB) approval is obtained.
- Each institution establishes appropriate procedures, systems and controls to ensure that the CPA's requirements are followed. The institution has the right and responsibility to withhold and withdraw approval of expenditures proposed by a student grantee that contravene the CPA's requirements or the institution's policies and, when appropriate, to seek advice or ruling from the CPA as to eligibility of expenses.
- The CPA follows the Canadian tax regulation for reporting and as such, will be required to issue a T4A. The CPA will be in touch with all successful applicants with the secure means of providing the CPA with one's Social Insurance Number.

#### **ELIGIBLE EXPENSES**

- Research personnel (e.g., research assistant)
- Consulting fees (e.g., programmer, statistician)
- Fees paid for the purpose of participant recruitment, such as modest incentives to consider participation (i.e., to establish a potential participant pool), where approved by a Research Ethics Board
- Materials

#### **NON-ELIGIBLE EXPENSES**

- Costs of alcohol
- Costs of entertainment, hospitality and gifts
- Travel/registration/accommodation costs related to attending a conference
- Costs related to staff awards and recognition
- Education-related costs such as thesis preparation, tuition and course fees, leading up to a degree
- Costs involved in the preparation of teaching materials
- Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums and janitorial services supplied to all laboratories in a research facility
- Insurance costs for buildings or equipment
- Membership dues/fees in professional associations
- Costs associated with regulatory compliance, including ethical review, biohazard, or provincial or municipal regulations and by-laws
- Monthly parking fees for vehicles, unless specifically required for field work
- Sales taxes to which an exemption or rebate applies
- Costs of regular clothing

- Patenting expenses
- Costs of moving a lab