



Evaluation, Rules, and Responsibilities: BMS Student Leadership Grant

EVALUATION OF PROPOSALS

The adjudication committee will consider the following in evaluating proposals:

1. Relevance to career development
2. Area of psychological study and practice

RULES GOVERNING RELEASE OF FUNDS

The CPA will release funds directly to the funded applicant upon receiving confirmation of registration in the specified activity.

ELIGIBLE/NON-ELIGIBLE EXPENSES

Eligible Expenses

- Registration fees to participate in practice or leadership event
- Fees for print or digital materials to support learning objectives of event
- Travel and hotel costs to attend in-person event
- Meal costs (based on CPA schedule) not otherwise provided by in-person event

Non-Eligible Expenses

- Costs of alcohol, entertainment, hospitality, and gifts
- Conference registration/travel/accommodation (*for research grant recipients*)
- 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

RESPONSIBILITIES OF GRANT RECIPIENTS

Successful applicants will be expected to provide a final (or progress) report to the CPA's Science Director (science@cpa.ca; approximately 500 words) within 18-month of receiving funding. Successful applicants may also wish to submit a 150-word write up for *Psynopsis*, the CPA's quarterly magazine.

BMS should be acknowledged in any publications or presentations resulting from the leadership or practice activity.

Funds must contribute towards the direct costs of the practice/leadership training for which the funds were awarded, and the benefits should be directly attributable to the grant.

The CPA follows the Canadian tax regulation for reporting, and as such, will be required to issue a T4A. Recipients will be required to provide the CPA with their Social Insurance Number via a secure and confidential link.