

Appendix W.
The Douglas and Nancy Stewart Hindman Research Fund
(approved: 9/06)

Objective: The purpose of this fund is to support students who present research at professional conferences.

Application Process

Students must submit an application for the funds (*Application: The Douglas and Nancy Steward Hindman Research Fund*). Students may get an application from a member of the committee (see below).

Application Schedule

Applications are accepted anytime during the fall and spring semesters. The committee will contact the student regarding the status of their application within one month of the application date.

Award Decisions

The following qualities of the applicant and his/her research will be considered, with the most weight given to a and b:

- (a) Strength of research project
- (b) Faculty recommendation
- (c) Academic record (GPA; Courses taken; Departmental/University Activities)
- (d) Future plans

Awardees' Responsibilities

Students receiving money must submit documentation prior to receiving money. All students must submit: (1) **Conference abstract** (WORD format) submitted to rose.perrine@eku.edu and (2) **Thank-you letter to Doug and Nancy Hindman** (300 Center St. Berea, KY 40403). The thank-you letter should include information regarding the importance of the conference to your professional growth. Additional documentation may be requested by the committee.

Administrators: (mailboxes in Cammack 127)

Appointed each year by the Department Chair

APPLICATION: The Douglas and Nancy Stewart Hindman Research Fund

Objective: The purpose of this fund is to support students who present research at professional conferences.

Complete the application and give to a member of the committee (see below)

(1) Student's Name: _____

(2) Email Address: _____ Phone: _____

(3) Mailing Address: _____

(4) What are your plans after earning your B.S. Degree? _____

(5) A. Please describe how you would use this scholarship money: _____

B. **If applicable:** Name, Location and Date of the Conference _____

C. Projected Expenses:

Hotel: Dates of Stay: _____; Cost per night: _____

Travel: Mode of Travel: _____; Estimated cost: _____

Conference Registration Fee: _____

Other: _____

(6) Names of two Psychology faculty persons who are familiar with your research and will recommend you for this scholarship: Faculty person does NOT need to send a letter.

Attach to this application: (1) Current CARES Report AND (2) Abstract that you submitted to conference and (3) Letter of acceptance from conference.

Give Application to: Hindman Research Fund Committee

Requesting Money from Hindman's Research Fund Process

Within Department

1. Student completes application for anticipated expenses
2. Department decides to support student with \$X

University Procedures

3. For poster expenses: Direct charge to: ***Hindman Research Fund 631A04; Org code: 21345F***
4. Prior to travel (out of state only): Complete *Travel Request Form*
5. After travel: Complete *Travel Reimbursement Form* **and** *Foundation Funds Request Form*.
6. Staple two forms together and send to *Regina Fultz, University Advancement; Coates CPO 703*. (*On post-it-note: Request that Regina approves Foundation Funds Request and then send paperwork to the Accounting Office to process Travel Reimbursement.*)

Rules

- A. No receipt needed for meals and gas. Normal restrictions apply
- B. Receipts needed for airline tickets, hotels, parking, etc.
- C. Poster expense should be charged internally to Research Fund 631A04
- D. On *Foundation Funds Request Form* "Vendor" = *Student (or person receiving reimbursement)*
- E. On *Foundation Funds Request Form*: Ignore Invoice information. Under "Description" explain expenses and refer to *Travel Reimbursement Form* for details. The purpose of the *Foundation Funds Request Form* is to receive approval to use funds from the Research Fund Account.