Department of Psychology

Graduate Student - Restricted Funds Request Form

The Department has several Restricted Funds that can be made available for graduate student research. These funds are restricted to certain areas of research that align with specific gift and endowment fund terms. It is generally assumed that these funds will be used in support of student research under the direction of a Department of Psychology PI/advisor. The following guidelines apply.

University Research

- Expenses are considered non-taxable University business expenses and students are responsible for spending in accordance with IRS, Harvard, and FAS policies, including:
  - Payments and Reimbursements for Students and Non-employee Postdocs/Fellows Policy
  - Business Expense Reimbursement Policy
  - Travel Policy
- Equipment requires advance approval from the RF Committee and must be purchased through the Business Office.
- Tangible goods of any kind are considered property of Harvard University and must be returned to the Department at the conclusion of the project.
- You will receive a billing code for use up to the approved amount.
- The Department expects funds to be used within one year of the approval date. Students can apply for one additional year as a no cost extension if needed.
- Any funds not used within two years of the approval date will be returned to the Department.
- Out-of-pocket expenses can only be reimbursed after they are incurred (i.e., no advance payments).
- As part of your application, you must include advisor sign-off on the Student/Non-employee Postdoc Business Expense Certification.

In some cases, students may propose their own independent study not directly linked to a PI's ongoing research. These cases would most likely be considered a fellowship and paid directly to the student. Where independent research is approved, the following guidelines apply.

Independent Research

- Students are responsible for reporting these payments to the IRS as income.
- Students are encouraged to review the Tax Reporting of Fellowship Income guidelines.
- Payments will be made in a lump sum up-front so funds may be used for travel or other research-related items as you go.
- Recipients may wish to keep receipts for possible use when filing taxes.
- Payments will be increased to compensate for taxes using our best estimate of tax liability as outlined below. These estimates will not be adjusted based on actual tax liability as determined by the IRS:
  - 30% - Non-Resident Alien for tax purposes (on a B visa – tax treaties may apply)
  - 14% - Non-Resident Alien for tax purposes (on a F, J, M or Q visa – tax treaties may apply)
  - 20% - US Citizen or Permanent Resident/Resident Alien for tax purposes
- Students are responsible for booking their own travel and paying their own expenses using funds paid to them in advance.
- Purchases may not be made through the lab or using any University payment mechanisms.

Additional Information

It is important for Harvard to classify Harvard business expenses and fellowship payments correctly, as the classification determines tax and reporting requirements and the proper way to process payments. Determinations must be made prior to disbursement of funds. Personal preference is not relevant to appropriate categorization. Regardless of the Department's determination, the IRS remains the final arbiter in determining taxability of student research or travel funds.

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Unallowable Expenses

Unless specifically requested as an exception to policy and approved by committee, funds may not be used:

- To reimburse other graduate students or Research Assistants (RAs).
- To buy computers, software, books, equipment, or furniture.

Contact

- For Stimson Grants, contact Julianne Ronan (julianne_ronan@fas.harvard.edu).
- For Large and Small Grants, contact Joan Smeltzer (smeltzer@wjh.harvard.edu).
- For questions about categorization, contact Krista Lester (klester@fas.harvard.edu) or Chris Nicholson (cjn@wjh.harvard.edu).

Type of Request (check one)

☐	**Stimson – Up to $1,000 (max 1 per student)** Upon written request from the student, the Department provides $1,000 from the Stimson Fund for each student to use on research expenses. We encourage you to use this money *before* applying for other Restricted Funds. Funds must be used for pre-dissertation expenses (i.e., first- or second-year projects, conference travel, thesis support, etc.) * Students in the Organizational Behavior program, who have generous dissertation research funding, are allowed up to $500 from the Psychology Department.
☐	**Small Grant – Up to $750 (max 5 per student)** Applications for a **small grant** ($750 or less) may be requested at any time of the year for up to a maximum of five (5) awards total, whether for **research** or **travel**. Small grant awards are contingent upon the availability of funds and approval of the Restricted Funds Committee. Applications are considered throughout the year by the Department Chair and Director of Administration and Operations. Priority is given for partial travel support to present first-authored papers or posters at mainstream behavioral science meetings and conferences.
☐	**Large Grant – Up to $7,500 (max 2 per student)** The departmental Restricted Funds Committee reviews applications for large grants, between $750 and $7,500, twice each year. Deadlines for the fall and spring applications will be sent out by email. The Restricted Funds Committee has been able to fund many, but not all, of the requests it receives each application season. Applications may be funded for a portion of the requested amount.

Student Info

Name ____________________

Email ____________________

Address ____________________

HUID ____________________

Phone ____________________

Advisor ____________________

Last 4 digits of SSN ____________________

G-year (year in program) ____________________

Prior RF Awards Received ____________________

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Description of request, including how this funding would be beneficial to your studies

Budget (conference fees, transportation, subject fees, imaging, supplies, etc.)	Amount
Total	

Checklist of Required Attachments

For All Requests

- ☐ Advisor sign-off on the Student/Non-employee Postdoc Business Expense Certification (or statement from student about what makes this independent research)

For Travel Requests

- ☐ Conference Title
- ☐ Sponsoring Organization (with link to conference page, if possible)
- ☐ Location of Conference
- ☐ Dates of Conference
- ☐ Title of poster or paper
- ☐ Confirmation of acceptance to present at the event

For All Research Requests

- ☐ IRB Approval (or statement from the student that no human subjects will be used)

For Large Grant Research Requests

- ☐ Approval from Committee on the Use of Human Subjects (or information on "pending" status)
- ☐ Copy of CITI certificate (Collaborative Institutional Training Initiative)
- ☐ Email statement from advisor that they approve this project but do not have funds to support it
- ☐ List of any other support received or requested for this project
- ☐ Summary report of how any previous Restricted Funds were used

Student Signature ______________________ Date ______________

Advisor Signature ______________________ Date ______________