TRAVEL/RESEARCH FUNDING INFORMATION FOR MS PSYCHOLOGY STUDENTS

As research is a core component of this program, we encourage our students to conduct and present research at national and international academic conferences. As such a number of options exist for funding research (e.g., participant payment, supplies, equipment) and conference travel expenses.

Additionally, you may be able to apply any unused funds towards travel expenses for doctoral program interviews. However, please note, that the Psychology faculty expect students to utilize the allotted funds for conference travel and research (as it is unlikely that students will be interviewed by doctoral programs if they have not conducted and presented their research). As with the other funding requests, your advisor and Director must approve this request and you must explain why you have remaining funds for this type of request.

1) **MS Psychology Program Funding.** The MS program makes available approximately $750 in travel/research funding to each student, to be used over the course of the two-year program. Students may choose to use that money in one year or split it over the two years in the program. Please complete the appropriate form on our website and submit to the MS Psych Director (kmickel1@asu.edu) - (https://newcollege.asu.edu/advising/graduate/masters-in-psychology). If at the end of each fiscal year, we have a surplus in funds, the maximum amounts on each award (and per student total) will be increased for the following fiscal year.

2) **Poster Printing.** Separate from the funding for travel, the MS Psychology program will fund up to TWO poster printings during the student’s tenure in the program. Students must use ImageWorx (Address: 4231 W. Thunderbird Road; Phone: 602-439-1267; email your poster as a PDF file with a size of 48x36 inches to Donna at mkgraphics@mindspring.com) for the printing and receive an invoice from the store so that Gloria can use the PC card to make the payment. Please complete the poster form on our website (see link above in #1) and submit to the MS Psych Director (kmickel1@asu.edu).

3) **ASU Graduate Education Travel Grants.** ASU’s Division of Graduate Education makes a limited number of travel grants available to students presenting at conferences. These grants typically cover airfare from Phoenix to the conference location. This award has four application deadlines per year and must be applied for well in advance of the travel date. Applications must be submitted to the director of the graduate program. See https://graduate.asu.edu/awards/travel for more information and deadlines.

4) **Graduate and Professional Student Association (GPSA) Travel Grants.** ASU’s graduate student association offers a variety of travel awards available. Individual travel awards (to conferences) are up to $950 and have a monthly application deadline. Group travel grants are for teams of student researchers presenting a symposium or other group project. Interview travel grants are need-based grants made available to students who require funds in order to travel to an academic interview (e.g., at a PhD program). Details and application materials can be found at http://gpsa.asu.edu/funding. Priority for funding is often given to those who volunteer for the GPSA. Please note: The deadlines for these are often several months prior
to the conference or PhD interview (i.e., in October) – you can still apply even if you do not know about your acceptance to a conference or invitation to interview.

5) **Psi Chi Travel and Research Funding.** Members of Psi Chi are eligible to apply for many travel and research grants and awards. See here for a listing of available awards and grants for graduate members of Psi Chi: [https://www.psichi.org/?page=2_graduate_main#.WZdqAT6GNhE](https://www.psichi.org/?page=2_graduate_main#.WZdqAT6GNhE). If you are already a member of Psi Chi from your undergraduate days and want to switch your membership chapter here to our ASU West Psi Chi chapter as a graduate student, get in touch with the Psi Chi Faculty Advisor (Tess Neal; tess.neal@asu.edu) who can help you with this. If you've never been a member of Psi Chi and want to become a member, our chapter does an induction process and ceremony every spring. Look out for the email from Dr. Neal early in the spring semester about how to join if you want to become a member.

**Funding Priorities for Psychology Program Fee Monies (not rank ordered)**

- Presenter at a professional conference
- Co-authorship on a conference presentation
- Thesis/Applied Project research expenses
- Doctoral program interview expenses (only if monies remaining after prior travel/research expense requests)
- Attending only at a professional conference (no funding)

**How to Get Reimbursements**

Typically, to get a reimbursement for research expenses, you need to submit the original receipt and justification (and a log for the gift cards) to Gloria for reimbursement. For travel reimbursement, you will need to set up a Travel Profile and use the Concur program to submit a Travel Request (prior to travel) and an Expense Request (after travel). No advances are given for travel to conferences. Please see the following PowerPoint on information about reimbursements and the Concur system: [How to get reimbursements and use Concur (PPT)](How%20to%20get%20reimbursements%20and%20use%20Concur%20(PPT))

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