



## BMS STUDENT RESEARCH GRANT

BMS, the Canadian Psychological Association (CPA), and the Council of Professional Associations of Psychology (CPAP) wish to support student research in **all** areas of psychology through annual funding.

For 2025:

- Three (3) awards will be dispersed, valued at up to \$2,500.00 per award.

### ELIGIBILITY CRITERIA

At the time of application and, if successful, over the term of the funding,

- the applicant must be enrolled full-time in a psychology graduate program at a provincially or territorially chartered Canadian University.
- between the applicant and the applicant's direct supervisor, one must be a **CPA affiliate/member** in good standing and the other must be a member of a **Provincial/Territorial (P/T) association** (e.g., if the applicant is a CPA affiliate, the supervisor must be a member of a P/T association [<https://cpa.ca/public/whatisapsychologist/PTassociations/>], or vice versa. If the applicant is a CPA affiliate *and* a member of a P/T association, the supervisor can be a member of either organization, or vice versa).

CPA Section Associates are not eligible to apply.

Applications by co-applicants will not be accepted/considered.

Of note, students can only be funded once during the lifetime of this funding program.

### USE OF FUNDS

Awarded funds can be used to cover direct research costs such as participant honorarium, equipment, and research assistants but **cannot** be used to fund travel to attend conferences (see full list of Eligible and Non-Eligible Expenses below).

### APPLICATION REQUIREMENTS

Applications can be submitted in English or in French.

Applications must be in APA Style

**5 documents** need to be uploaded to complete the application:

1. **Student Research Grants Information Form** (found [here](#)): includes a list of the applicant's scholarships & awards, publications, conference presentations, relevant experience; a budget for the project and disclosure of any other funding; and an abstract of 250 words or less summarizing the research project.
2. **Description of Research Project:** maximum 5 double-spaced pages (including references, tables/figures) outlining the rationale and background, feasibility, design and methods, potential impact, and originality of the research project.
3. **REB Approval/Submission:** status/proof of REB approval/review (either confirmation of ethics review submission [e.g., email confirmation] OR confirmation of ethics approval) if required for project.
4. **Departmental Support Letter:** a statement from the applicant'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.
5. **CV** of applicant.

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

#### **APPLICATION DEADLINE AND SUBMISSION PROCESS**

Applications must be received by 11:59pm EST on **February 3, 2025**. Applicants will be notified about the status of their application by the end of March.

Applications must be submitted electronically via the appropriate link:

English – <https://cpa.ca/machform/view.php?id=61626>

French – <https://cpa.ca/machform/view.php?id=97575>

## **ADDITIONAL INFORMATION**

### **ADJUDICATION OF APPLICATIONS**

In evaluating applications, the adjudication committee will consider the following:

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

### **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
- Open-access publication fees
- Materials

### **NON-ELIGIBLE EXPENSES**

- Costs of alcohol, entertainment, hospitality, and gifts
- Conference registration/travel/accommodation
- 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

### **RELEASE OF FUNDS**

The CPA will release funds to the student's university upon receiving a valid certificate of compliance from the Research Ethics Board (REB) of the applicant's institution.

### **GENERAL RULES AND 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](mailto:science@cpa.ca)) of the outcome of their research (approximately 500 words) within 18-months of receiving funding. Successful applicants may also wish to submit a 150-word write up of their research for *Psynopsis*, the CPA's quarterly magazine.

The CPA and BMS should be acknowledged in any publications or presentations resulting from the research.

Trant funds are administered through the institution's administration system. 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. 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.

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 the CPA.

Should a situation arise where funds need to be released directly to a student, the CPA will be required to issue a T4A as per Canadian tax regulations; in that instance, the CPA will be in touch with all successful applicants with the secure means of providing the CPA with one's Social Insurance Number.