

Custom Textbook Grants

Custom Textbook Grant Policies and Procedures

1. The Psychology Custom Textbook Fund Committee awards grants for projects intended to enhance psychology student learning, and/or enrich the academic climate for psychology students by promoting active engagement and opportunities for growth.
2. Highest priority will be given to projects that affect a large number of students and include an undergraduate component. Applicants must clearly specify how the proposed project meets the objectives of the fund.

The following priority categories (in no particular order) have been established and examples of some possible funding projects identified:

**enhance student learning in large sections (75+)

- pay peer/mentors to lead study groups in 1410 classes
- supplies for 1410 (defined broadly—model of brain, etc.)

**enrich academic climate for Psychology undergraduate majors and graduate students

- money for undergraduate and graduate student registration and travel expenses to conferences for those students presenting (i.e., name is on the presentation as an author)
- funding for undergraduate research (e.g., materials, measures)
- colloquium series with both undergraduate and graduate components
- Supporting on-campus conferences impacting undergraduate and graduate students
- funding on-campus speakers impacting both undergraduate and graduate students

**provide opportunities for undergraduate and graduate student growth

- money for undergraduate and graduate travel to doctoral and EDS program interviews

3. If other methods of funding are possible for a proposal, these should be pursued first before funding from the Custom Textbook Fund will be considered.
4. Priority will be given to individuals who have **not** received funding from this committee in the past.
5. Grant Applications must be submitted on the current form, which may be obtained from the Psychology Department Web page. A student requesting funds must have a **faculty sponsor sign** the application. If the application is for travel, the application must be turned in **2 weeks** before the travel start date.
6. Grant applications will be reviewed by the Custom Textbook Fund Committee. Committee decisions are subject to approval by the Department Chair. The Custom Textbook fund committee will meet as needed.
7. Certain requests may be expedited (reviewed and approved by the Committee Chair rather than the entire committee). These include student travel requests (up to \$250.00) and requests to pay PSY1410 tutors (up to \$400.00 per faculty member, per semester).
8. The funding level for each academic year will be the level of income from the previous academic year. The funding for the Fall semester will be limited to ½ of the total to allow funding for the Spring semester. Requests exceeding this limit will require Committee approval.

9. The Committee reserves the right to place spending limits and caps on certain types of projects.
 - a. Each student may receive up to \$250.00 total for travel to doctoral program interviews.
 - b. A maximum of \$250.00 is allowable for travel to conferences, presentations, etc. Additional travel funds may be allowed if a student is denied funding from additional sources (e.g., Graduate School, Undergraduate Research Center) due to a previous conference presentation in the same academic year, or due to the additional funding source being depleted of funds (up to ½ the amount allotted by the other funding sources--an additional \$250.00 for graduate students and \$200.00 for undergraduates) subject to availability of funds. Students who have graduated but submitted the research to a conference while still enrolled at MTSU will also be eligible for travel funds.
 - c. In the case where only graduate students are authors on a poster, the custom textbook fund will include poster printing (up to \$50) as part of the \$250 of allowable expenses for a conference (a student will still only be allowed a total of \$250 per conference, but poster printing can be included in the \$250). FYI: Undergraduate students can have posters printed for free at the Undergraduate Research Center and the Psychology department will pay for poster printing if there is a faculty member listed as an author on the poster.
 - d. A maximum of \$250.00 is allowable per undergraduate research project (regardless of the number of students involved).
 - e. Any large materials or computer requests will be considered at the end of the academic year.
10. The Custom Textbook Fund chair will present an end of the year report to faculty, detailing categories of funding.