

NOTE: Below is an excerpt from the Graduate Handbook on Warden Fund Policies and Procedures. Program-specific funds, such as RAC, are covered in the program handbook. (updated, August, 2019)

## Warden Research and Travel Fellowships

Graduate students in the Psychology Department have the ability to apply to a wide range of funding sources to support research activities, travel to scholarly meetings, dissertation projects, etc. These sources include local funds administered by the Psychology Department, UNL sources administered through the Graduate College, local, regional and national foundations, and professional societies. The following discussion provides guidelines for seeking funding from several of these sources. You should note that while some of these funding opportunities are publicly announced and will show up in your email, other opportunities (such as grants from local or community foundations) may be less apparent and require some internet searching or networking.

### Department Resources for Travel Fellowships and Research Support

The primary Psychology Department source of funding available to graduate students for research related activities is the Warden Funds. Specific programs may have other funds available that are outlined in the program handbook. Warden Funds and some program specific funds share **common application deadlines** three times per academic year, for which both requests to support travel to conferences and requests for small grants to support a research project may be submitted. These three application deadlines are:

1. September 15<sup>th</sup> for travel or research activities between October 1<sup>st</sup> and January 31<sup>st</sup>.
2. January 30<sup>th</sup> for the period between February 1<sup>st</sup> and June 30<sup>th</sup>.
3. June 1<sup>st</sup> for the period between July 1<sup>st</sup> and September 30<sup>th</sup>.

Note that these three funding periods slightly overlap the boundaries of both calendar and academic years.

### Policies for Support of Travel

Applications for travel support from Warden funds are made using the [Request for Travel Fellowship](#) application form. Note that this form requires a signature from a Faculty Sponsor, and that applications will not be considered unless this item is completed.

Warden funds will support travel to **one conference per year, defined as the period between October 1<sup>st</sup> and September 30<sup>th</sup>**. Support will be given only to students who are **first authors** of accepted presentations or posters. The **maximum amount** of travel funding that can be reimbursed by Warden funds varies from year to year, mainly due to fluctuations in market

conditions that affect the UNL Foundation source of those funds. In recent years, typical awards have been about \$175 but never higher than \$500.

Current university policy counts these travel fellowships (and the research monies described below) as financial aid. In certain situations in which a student has taken a maximum amount of loan money, the Warden money may count against them. If you may be in that situation, talk with the graduate secretary before applying.

### Receiving Your Travel Money

Travel money is given as a travel fellowship. After you return from the trip, submit the copy of your travel award letter with the certification of attendance signed by your faculty advisor. The fellowship will then appear in your next pay check (or perhaps the next month for trips that occur very late in a month). Prior to the trip, you must file a [Travel Authorization Form](#) and pay for travel insurance (25 cents per day).

### Policies for Support of Research

Applications for research support by either Warden or program funds require submission of a [Research Application form](#) (that requires a faculty sponsor signature) and attachment of a 1-2 page description of the project, including an explanation and justification of each budget item. Budget items that will NOT be considered for funding, include payment for data entry or computer programming services or compensation for undergraduate research participants if they could be drawn from the SONA subject pool. Note that equipment purchased by any university funding become the property of the Psychology Department (in the case of program funding, the program) once the research project is completed.

Warden funds support for general research is limited to \$500 per student during the academic year. While the application deadlines are the same as for travel support, money that is awarded may be spent any time during the modified academic year that the award is made (i.e., carried across the fall and spring periods) as long as it is spent by September 30<sup>th</sup>. Due to unpredictable fluctuations in the availability of Warden funds among the three annual funding periods, and the fluctuations in numbers of travel requests across different periods, **a request for research support cannot be submitted for Warden funding at the same deadline period in which a student has requested travel support.** However, a student who received travel support in the fall period (Sept. 30<sup>th</sup> – January 30<sup>th</sup>), may submit a research support request in either spring or summer periods. Given that need for research money may not coincide with the established Warden deadlines, requests between the deadlines will be considered with an explanation for why the deadline could not be met.

Note that **Warden** funds for research must be spent within **one calendar year** of the start of the funding period in which the award was granted. Before making any purchases with Warden money, **check with the graduate secretary to insure you are abiding by all university purchasing rules.**

## Research Compliance

Before receiving funding for projects that involve human participants or animal subjects, students must have appropriate certification of compliance. Copies of IRB or IACUC approval notices for research projects may be attached to the Warden application form if approval is complete at the time the application is submitted (the ideal case) or they need to be shown to the graduate secretary when approval is obtained, in order to have the funds released.