

**SWAN RESEARCH AWARD**  
APPLICATION FOR UNDERGRADUATE RESEARCH FUNDING  
**Due Date: FRIDAY, October 2 at 4 PM**

The attached application can be used to apply for research funding through the **Swan Research Award**. Any undergraduate major in Psychology at the University of California, Berkeley is eligible to apply. To apply, you must complete the attached application, which involves writing a research proposal in the format for proposals to the National Science Foundation. Applications are due to the Student Services Office by **October 2, 202 at 4 PM**. Applications should be submitted by email to psychsso@berkeley.edu. Funding decisions will be made by the faculty of the Undergraduate Award Committee and will be announced in December before Winter Break.

**SWAN RESEARCH AWARD**

The Swan family has generously donated funds in memory of Katherine Craig Swan, a 1932 Berkeley honors graduate in psychology, that will provide at least \$500 per year to support undergraduate research in the Psychology Department. The total budget of the proposal cannot exceed \$500. This money will be awarded to the most deserving applicants based on an annual competition. The faculty of the Undergraduate Awards Committee will review these proposals and award funding to the best proposals up to the limit imposed by financial constraints of the Swan Fund. Grant money will be released to students upon sub-mission of receipts for legitimate research expenses up to the limit approved by the Committee for the project. Swan Research Awards will be acknowledged at the annual Graduation Ceremony of the Psychology Department.

**USE OF FUNDS**

Funds can be requested for any out-of-pocket expenses incurred in conducting a student's own research, such as the purchase or rental of necessary equipment, testing materials, supplies, copying, subject payment (if required), and other expenses. (No funds are available in compensation for the student's own time, for normal travel expenses to and from school, or for preparation of the written report.) Faculty advisors of the applicants are expected to provide whatever equipment they have available to support the project, and any equipment purchased using the Swan funds will revert to the Psychology Department upon completion of the project.

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**INSTRUCTIONS FOR THE PROPOSAL PREPARATION**  
*(Adapted from NSF Guidelines)*

**Format of the Proposal**

Proposals must be stapled in the upper left-hand corner, but otherwise unbound, and have 1" margins at the top, bottom and on each side. The type size must be clear and readily legible and no smaller than 10 point. If constant spacing is used, there should be no more than 12 characters per inch whereas proportional spacing should provide no more than an average of 15 characters per inch. All text should be double-spaced.

**Project Summary - Proposal Section A**

The proposal must contain a summary of the proposed activity suitable for publication, not more than 1/2 page in length. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. The summary should be written in the third person and include a statement of objectives, methods to be employed and the significance of the proposed activity to the advancement of knowledge. It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader.

**Project Description - Proposal Section B**

The main body of the proposal should be a clear statement of the work to be undertaken and should include: objectives for the period of the proposed work and expected significance; relation to longer-term goals of the investigator's project; and relation to the present state of knowledge in the field, to work in progress by the investigator under other support and to work in progress elsewhere. The statement should outline the general plan of work, including the broad design of activities to be undertaken, an adequate description of experimental methods and procedures and statistical analysis planned in data analysis. Any substantial collaboration with other individuals (e.g., graduate students, faculty, and other undergraduates) should be described.

The Project Description may not exceed four pages. Visual materials, including charts, graphs, maps, photographs, and other pictorial presentations are included in the four page limit. Conformance to the **4 page limit** (not including the application cover sheet) will be strictly enforced.

**References Cited -- Proposal Section C**

Citations must be complete (including full name of authors, title of article or book, and location in the literature). There is no page limit for this section of the proposal.

**Biographical Sketches - Proposal Section D**

Applicants must list relevant course work completed (including grades) and course work in progress. Other research completed or in progress should also be described briefly.

**Budget - Proposal Section E**

The proposal must contain a budget not to exceed \$500 for the Swan Research Award. The proposal should include a budget justification/explanation. Funding will not be provided for the applicant's time, the cost of preparing the final report, or transportation to and from the University (although travel to and from a distant research location is eligible). Requests for special purpose equipment not available in the Department may be requested, but any equipment purchased is owned by the Psychology Department and must be returned upon completion of the project.

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NAME		YEAR IN THE PROGRAM	
SID	EMAIL ADDRESS	ARE YOU PARTICIPATING IN THE HONORS PROGRAM?	<input type="checkbox"/> YES <input type="checkbox"/> NO
MAJOR(S)/MINOR		EXPECTED GRADUATION DATE	
FACULTY SPONSOR			
RESEARCH MENTOR (GSI, Post-doc, Lab Manager, etc.)		COMMITTEE ON HUMAN OR ANIMAL SUBJECTS' PRITOCOL APPROVAL NUMBER OR STATUS	
PLEASE LIST ALL OTHER OBTAINED AND PENDING SOURCES OF RESEARCH FUNDING:			
STUDENT SIGNATURE			
RESEARCH MENTOR SIGNATURE (GSI, Post-doc, Lab Manager, etc.)			DATE
PSYCHOLOGY FACULTY SPONSOR SIGNATURE			DATE
<b>OFFICE USE ONLY:</b> Your application will be reviewed by the Psychology Awards Committee. You will be notified via email regarding the status of your application by the first week of December.			
Application Status:		AWARDS COMMITTEE CHAIR	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		PSYCHOLOGY ADVISING STAFF	