

BL-HSG Mini Research Grants Policy

dated January 2018

1 Purpose of BL-HSG Mini Research Grants

The purpose of the BL-HSG Mini Research Grants (hereinafter referred to as grants) is to support researchers of the University of St.Gallen in conducting experiments.

The Behavioral Lab of the University of St.Gallen (hereinafter referred to as BL-HSG) provides funding to researchers from the University of St.Gallen in the form of grants each endowed with CHF 1'250.00. Five grants are awarded annually. The grants can only be used for the payment of people participating in experiments (hereinafter referred to as subjects).

2 Funding Rules

2.1 Eligibility Requirements

Researchers of the University of St.Gallen who are eligible for a grant are master students, PhD students and PostDocs.

A researcher is eligible for only one grant a year.

2.2 Amount

There are five grants annually. Each grant is endowed with CHF 1'250.00.

The grant has to be spent within a year since the grant was awarded. The researcher has to conduct the experiment within the year he/she received the grant for the experiment.

All expenses must be accounted for. All subjects participating in an experiment have to sign the *Confirmation of Participation and Payment* form. At the end of the experiment, the researcher hands all signed *Confirmation of Participation and Payment* forms to the BL-HSG. Furthermore, the researcher also has to fill in the *Overview Mini Research Grant Expenses* form and hand it to the BL-HSG.

If a researcher does not use the entire amount of the grant, the remaining amount has to be returned to the BL-HSG. If a researcher wishes to use the remaining amount for a new experiment, he/she has to hand in a new application. The BL-HSG evaluates the

application and decides whether the remaining amount of the grant may be used for the new experiment.

2.3 Application Deadlines

Grants are awarded twice per calendar year. The submission deadlines are January 31 (hereinafter referred to as spring term) and July 31 (hereinafter referred to as fall term).

A maximum of three grants is awarded in the spring term depending on the number of applications received. The remaining grants are awarded in the fall term.

Researchers are notified shortly after the submission deadlines on whether their applications for a grant were accepted or rejected.

Researchers whose application for a grant was rejected may apply for a grant a second time, provided any deficiencies in the initial application are eliminated.

2.4 Scope of Application

A grant can only be used for the payment of subjects participating in experiments. No other uses are allowed.

A grant can only be used for future experiments. A retrospective use is not permitted.

The same experimental set up can only receive one grant. If several researchers use the same experimental set up, the BL-HSG will award in a total only one grant.

The experiments have to be conducted in the BL-HSG. If a researcher wants to conduct an experiment outside of the BL-HSG additional requirements apply regarding the application process.

2.5 Written Report on Research Project

Researchers must hand in a short written report on their research project to the BL-HSG six months after completing their experiment or before their graduation from the University of St.Gallen. Applications for a new grant are not accepted until the researcher hands in the report.

The purpose of the report is to provide the BL-HSG with a repository of past experiments. The reports may be used for updating the homepage of the BL-HSG with information about past experiments.

The report should preferably include the research question, the experimental set up and the main results of the experiment.

The report should not be longer than half a page.

2.6 Consequences of Non-Adherence

If researchers do not adhere to the rules specified in this policy, the BL-HSG will take disciplinary measures.

3 Application Process

Applications must be submitted by completing the *Mini Research Grant Application* form in English and emailing the completed form in pdf format to behaviorlab@unisg.ch.

Application includes:

- Contact Information
- Research Question and Abstract
- Background and Motivation
- Research Method and Experimental Design
- Payment of Subjects
- Timeline
- Experiments outside the Lab
- Publication Plan (only for PhD students and PostDocs)
- References (optional)

Master students are further required to include a letter of recommendation from their supervisor in their application. The letter of recommendation needs to indicate why the experiment qualifies for a grant

4 Evaluation Criteria

The applications are evaluated based on the following criteria:

- argumentation of scientific contribution;
- feasibility of the planned study; and
- overall quality of the application.

Applications from researchers who have never received a grant are favored.