

## Susan P. Luek High Impact Practices Endowment

Guidelines (Drafted August 2017)

### Criteria:

As stipulated by the donors and the Foundation Board,

The Fund is being established to support student-faculty research needs within the department of Psychology or its successor, such as research supplies, portions of the costs associated with students or faculty preparing for, traveling to or presenting at conferences. The spendable income may also be directed to support, maintain and update research and instructional technology (hardware, software, equipment, etc.) within the psychology department. From time to time, a portion of the spendable income can be used to address research facility needs, such as special furnishings to meet particular research or instructional needs. The use of the spendable income shall be determined annually by the psychology department chair in conjunction with the department's budget committee and with the approval of the Dean.

### Process:

1. Students should apply using the online application form found on the Sponsored Programs website: <https://www.millersville.edu/spra/undergraduate-research-awards/susan-p.-luek-endowment.php> making sure to specify the amount they are requesting, the use to which the money is to be put, the rationale for their request, and the name(s) of their faculty sponsor.
2. Faculty can request funds by written application to the Department Chair for expenditures they believe qualify according to the above criteria. Similar to students, their requests should specify the amount requested, the intended use, and the rationale.
3. Periodically but no less frequently than the end of each month, the Psychology Department Chairperson will gather submitted applications and circulate them to members of the Department's Budget Committee for consideration at the next month's Committee meeting. The Committee will discuss the merits of each proposal in light of the criteria of the Endowment and available funds and make a recommendation to the Department Chairperson who will then seek the approval of the Dean for any recommended proposals.
4. The Chairperson or a designated member of the Committee will notify each applicant of the outcomes of their proposal with copies to the Development Office, the Dean, and the Department.
5. Supplies, equipment, and furnishings purchased with Endowment funds will remain the property of Millersville University and the Psychology Department. Unspent funds will be returned to Susan P. Luek HIP Endowment account after one year unless an extension is granted by the Department Chair.