Summer Collaborative Research Funding Guidelines

The Summer Collaborative Research program is intended to support full-time faculty-student collaborative research for 4-8 weeks during the summer. This can include on- or off-campus, theoretical or applied research in any division so long as it is collaborative and intensive in nature.

Funding includes:
Student wages at $500/week Students may not work more than 40 hours per week and should consider it full-time employment. Students may not hold any other Earlham employment or research position while engaged in this intensive research. Students are expected to cover their cost-of-living expenses out of this wage, which is taxable.

Faculty wages in support of direct collaborative work with the students calculated at $75/half-day for each expected 3-4 hours of work on the collaborative research project (capped at $750/week). This will be based upon an estimate by the involved faculty member(s) in advance of the project. For example:

Day 1: 8 hours of work ≈ $150
Day 2: 6 hours of work ≈ $150
Day 3: 4 hours of work ≈ $75
Day 4: 9 hours of work ≈ $150
Day 5: 2 hours of work ≈ $75
Total: $600

This estimate can be based upon past experience and basic expectations for the overall project rather than accounting for each individual day.

Funding for travel and supplies will be considered based on budgets submitted with applications. Generally this is capped at $100/week/student.

Financial support comes out of limited endowed funds so funding is competitive.

Application Procedures

Due Dates: The priority deadline for funding consideration is January 18 for the summer of 2018. Decisions will be made by the middle of February. Late submissions will be considered if funds remain available.

1. Faculty members may submit an [application via Qualtrics](#) no later than January 18. The proposal must include an abstract and a statement describing the research goals and methodologies, the project timetable with the start- and end-dates for the faculty and students involved in the project (these dates will be used as the basis for the payroll contract), a statement on the specific involvement of the student researchers (typically 2-4 students), and a budget for supplies and/or travel as applicable. Faculty should propose hiring at least 2 students; where that is not feasible, faculty may receive a reduced stipend. Please write your project description for a general reader as these materials will be used to advertise research positions to students.
Sara Paule, the Director of Sponsored Programs and Foundation Relations, and the Academic Dean, Nelson Bingham will review applications and make funding determinations based upon applications and available funds.

2. Positions will be advertised to students no later than February 14, with applications due by March 1. Faculty should make decisions about selection of students by March 9 and meet with their student researchers as soon as possible to discuss the scope of the project, the dates and anticipated schedule, and other details of the work, such as authorship concerns, before the student agrees to participate. Timely completion of this process will allow students the necessary time to submit their acceptance paperwork in advance of the April 13 commitment deadline.

Faculty members may apply with students in mind, but to ensure fairness and to provide valuable experience, all students will be required to submit applications for summer positions. Student researchers must be rising sophomores, juniors, and seniors. Seniors graduating before the summer research season are not eligible.

**Conditions**

1. You are responsible for discussing common authorship and acknowledgment practices in your field with students in advance of research. While it is difficult to know the outcomes of a project in advance, establishing an early basis for understanding, and conversing with students about potential public credit for their efforts throughout the evolution of the project, should help minimize misunderstandings. Offering specific guidance on how to frame the conversation proves difficult due to disciplinary specifics but this post offers some general advice.

2. For those engaged in off-campus travel for their research, please note there will be some expectation of notification in advance of travel, to include dates and emergency contacts, in order to facilitate communication in the event of an emergency.

3. When publishing articles, presenting, and/or printing posters, acknowledgments of the sources that provided your funding are appreciated. This information will be distributed around the beginning of summer and can always be requested from Sara Paule, Director of SP&FR.

4. Reporting at the end of the research project is an expectation of both faculty and student researchers. Additionally, students should be encouraged to present their projects during the Undergraduate Research Conference or the EPIC.

**Additional Information**

This experience satisfies the Immersion Experience (IE) General Education requirement.

Faculty can request that students receive academic credit through departmental course 486 or 487 for work beyond the traditional Summer Research experience. Faculty may speak with the Teaching and Learning Consultant if they have questions about where, how, and for what kind of work credit should be assigned.
**Summer Collaborative Research Reporting Requirements**

We require feedback from each summer research participant to assess the value of the Summer Collaborative Research program and to help secure additional funding for the program. Additionally, we use these reports as part of our stewardship efforts to thank the generous donors who support summer research.

**Specific Reporting Requirements**

**Group Abstract.** As a research team the students should prepare a 100- to 150-word abstract summarizing the research question, the methodology, and the results of the research. The abstract must be reviewed and approved by the faculty research director before it is included in the final report. The faculty member should add a statement to the end of the abstract stating his or her approval.

**Student Report.** Each student on the project should submit a separate report of 500 words or less addressing the following questions.

1. How did this experience impact the depth of your knowledge about your research topic?
2. Did your understanding of the discipline change as a result of this research experience?
3. How did this experience change your understanding of academic research and scholarship?
4. Do you wish to continue this line of research in any format (e.g. thesis, independent study, graduate school) after this experience? Please elaborate.
5. How has this research experience impacted your anticipated career plans?

**SURE II Survey.** Please encourage your students to complete this national survey assessing research experiences: [https://www.grinnell.edu/academics/areas/psychology/assessments/sure-iii/student-info](https://www.grinnell.edu/academics/areas/psychology/assessments/sure-iii/student-info)

**Faculty Report.** The faculty research director should submit a single report describing and assessing summer research activities. The report should use the attached format.

**When Do We Need the Information?** Students should submit their reports to their faculty within two weeks of the conclusion of the project. We recommend that you spend time during the last week of the project to work with the students on their report. Faculty final reports (which should include the student materials) will be due no later than September 30. We require timely submission of reports to facilitate donor stewardship.

**Submission of Abstract and Reports.** Please submit the abstract and all reports ELECTRONICALLY by sending Word attachments or PDF files to the Director of Sponsored Programs and Foundation Relations (paulesa@earlham.edu).

Please note, future funding is contingent upon receiving these reports.
Summer Collaborative Research Final Report – Faculty

Name:

Title of project:

Date (summer & year):

Brief description of project:

Short summary of research findings:

Student Participants (name, year):

How would you evaluate the quality of the students’ work? Please be specific.

Please describe any anticipated or completed Products from the research (e.g. presentations at Earlham or externally, publications, class materials).

How will this work relate to your future research endeavors?

How will serving as a research mentor have an impact on your teaching?

Other comments? Any personal vignettes or experiences from the project are welcome, as are student posters, and pictures.