Summer Collaborative Research Guidelines

The Summer Collaborative Research (SCR) program is intended to support full-time student-faculty collaborative projects for 4-8 weeks during the summer. This can include on- or off-campus, theoretical or applied research or creative scholarship in any division so long as the project is designed such that it is:

1. collaborative – each team member, faculty mentor(s) and student(s), informs the communal work through engaged cooperation on same or parallel efforts and
2. Intensive – students work ~40 hour per week on the project alongside readily available faculty mentor(s).

Funding Rates:
Student stipends are set 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 their SCR project. 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 are calculated at $75/half-day for each expected 3-4 hours of work on the SCR 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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours of Work</th>
<th>Faculty Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>8 hours</td>
<td>$150</td>
</tr>
<tr>
<td>Day 2</td>
<td>6 hours</td>
<td>$150</td>
</tr>
<tr>
<td>Day 3</td>
<td>4 hours</td>
<td>$75</td>
</tr>
<tr>
<td>Day 4</td>
<td>9 hours</td>
<td>$150</td>
</tr>
<tr>
<td>Day 5</td>
<td>2 hours</td>
<td>$75</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$600</td>
</tr>
</tbody>
</table>

This estimate can be based upon past experience and basic expectations for the overall project rather than accounting for each individual day. Since SCR projects are meant to be highly collaborative, the expectation is that faculty commitment will equal at least the same number of half-days as student full-days (a minimum of half the commitment of the students) and that faculty mentors will be on-site with their students.

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 December 17 for the summer of 2020. Decisions will be made by the middle of January. Late submissions may be considered if funds remain available.

1. Faculty members may submit an application via Qualtrics. Please write your project description for a general reader as materials will be used to advertise student positions. Faculty should propose hiring at least 2 students (project teams are typically 2-4 students); where that is not feasible, faculty may receive a reduced stipend. (An example application is available for your reference.)
Sara Paule, the Director of Sponsored Programs and Foundation Relations, and the Academic Dean, Becky Thomas will review applications and make funding determinations based upon applications and available funds.

2. SCR student participants must be hired. 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 participants must be rising sophomores, juniors, and seniors. Seniors graduating before the project start date are **not** eligible.

To facilitate the hiring process, the SCR program will advertise all SCR positions to students in January with student applications due February 7. The SCR program will forward applications to faculty, who will make selections in February based on student and faculty preferences and in conversation with their peers. Consultation is an important part of this process; students are offered only one SCR position per year in order to maximally fill available SCR positions. Once student selections are finalized, the SCR program will extend the offers and issue contracts to selected students. Once offers are made, faculty should meet with their student participants as soon as possible to discuss the scope of the project, the anticipated schedule, and other details of the work, such as authorship concerns, before the student agrees to participate. Students will have until March 13 return their contract to the SCR program to accept the position (and should verbally indicate their acceptance to the faculty supervisor). If a student turns down the position, the SCR program will make an offer to the faculty member’s top pick alternative. Timely completion of this process will facilitate completion of the necessary payroll paperwork in advance of the April deadline.

**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 ORI’s stance on authorship and this post by Terry McGlynn offer some general advice.

2. For those engaged in off-campus travel for their project, 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. If you are allocated funds for travel or supplies through SCR, all such expenses will need to be submitted or transferred to the SCR account by no later than **August 30**. This will be a hard deadline for accounting to permit program year close out.
5. Faculty and student reports are an expectation of the program and future funding is contingent upon receiving these reports. (See Reporting Guidelines included on pages 4-5). Additionally, students should be encouraged to present their projects during EPIC Expo.

**Additional Information**

**Academic Credit:**
Faculty can request that students receive academic credit through departmental course 486 or 487 for work beyond the traditional Summer Collaborative 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.

**EPIC Advantage:**
Participation in Summer Collaborative Research does not count as a student’s one-time EPIC Advantage funded experience.

**McNair Post-baccalaureate Achievement Program:**
Summer Collaborative Research encourages participation by McNair Scholars. McNair Scholars are entitled to *one* McNair-funded research experience during their time at Earlham. If your SCR project includes a McNair Scholar as a participant, Joe Green, McNair Program Director, and Sara Paule, Director of Sponsored Programs and Foundation Relations, will need to confirm the McNair Scholar’s funding stream. Please confirm this as soon as possible.

Faculty mentors involved in SCR projects that include McNair Scholars will receive their SCR stipend as their full compensation for faculty supervision of all students. This allows Earlham to optimize utilizing McNair grant funds in support of McNair Scholars.
Summer Collaborative Research Reporting Requirements

Upon completion of each project, we collect feedback from each summer research participant to assess the value of the Summer Collaborative Research program. We use this information to help secure additional funding for the program and as part of our stewardship efforts thanking the generous donors who support summer research.

As the faculty director, you are charged with disseminating student report expectations to participants. We recommend that you spend time during the last week of the project to work with the students on reporting.

Specific Reporting Requirements

Faculty Report. Please submit a single report describing and assessing summer research activities using the attached format (final page). Please also compile and send the Group Abstract and Student Reports.

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. Please review and offer revisions as needed prior to approval and inclusion in the final faculty report.

Student Report. Each student on the project needs to submit to their faculty supervisor an individual 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?

Learning Outcomes Survey. Additionally, each student must complete this institutional survey assessing the outcomes and quality of their research experiences: https://earlham.az1.qualtrics.com/jfe/form/SV_8Gli3tJjYoUg1SJ

Unless your student is a McNair Scholar, the research type is “Summer Collaborative Research.” The survey should take 5-15 minutes to complete.

When Do We Need the Information? Students should submit their reports to their faculty within 2 weeks of the conclusion of the project. Faculty final reports (which should include the student materials) are due no later than September 15. We require timely submission of reports to facilitate donor stewardship.

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

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

Name:

Title of project:

Year:

Student Participants (name, anticipated graduation year):

Group Abstract:

Short summary of research findings:

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?

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

Did you remember to have students complete the Learning Outcomes Survey? Yes/No

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

Please attach student reports, including student name.