<u>**Guidelines for Summer 2021 Virtual Research during COVID-19**</u>
Summer Collaborative Research (SCR)

In light of the COVID-19 pandemic, student-faculty collaborations for summer 2021 will necessarily look different. SCR still intends to support intensive, full-time student-faculty collaborative scholarship. However, SCR will only accept plans for fully virtual collaborations.

Projects may be 3-8 weeks and promote 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).

You are encouraged to think creatively about virtual opportunities! Perhaps this allows:
- A chance to showcase a different portion of the scholarly process than normal (e.g., writing or analysis of previously collected data versus lab work).
- Interesting distributed models that leverage technology and/or separate geographical locations (e.g., researchers with Go Pros collecting data in their locations and sharing back)
- The opportunity to engage non-Earlham collaborators as experts periodically or throughout. (e.g., Zoom in dialog expert to assist students with script writing)

<u>Funding Rates</u> (remain the same):
Student stipends at $500/week for full-time employment (40 hours per week). Students may not hold any other Earlham employment 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 for 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). Wages will be based upon an estimate by the involved faculty member(s) in advance of the project. For example:

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

This estimate can be based basic expectations for the overall project rather than accounting for each individual day. Note: SCR projects are meant to be highly collaborative, so 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).

Miscellaneous funding for supplies, technology, data collection, etc. will be considered based on submitted application budgets. Generally, this is capped at $100/week/student.

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

Application Procedures

The priority deadline for funding consideration is **January 29, 2021**. Decisions will be made by the end of February. (Late submissions may be considered if funds remain available.)

1. Faculty propose projects [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 – note it is not 1:1 since this from a prior year.)

2. SCR student participants must be hired. Faculty members may apply with students in mind, but to ensure fairness and to provide valuable experience, <u>all</u> students will be required to submit applications to SCR for summer positions. Student participants must be rising sophomores, juniors, and seniors. Seniors graduating before the project start date are not eligible.

Note: SCR coordinates all student hiring. Positions will be advertised to students in March with decisions finalized in April. Faculty will receive student applications from SCR in March to select students for their project. Consultation among colleagues is an important part of the student selection process; students are offered only one SCR position per year.

While the SCR program will handle completion of the hiring paperwork with students, faculty are responsible for discussing key aspects of the project with students before contracts are signed in late April(e.g. scope of the project, collaboration expectations, anticipated schedule, etc.)

Conditions

1. You are responsible for discussing common authorship and acknowledgment practices in your field with your student participants. 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 such conversations is challenging due to disciplinary specifics but [ORI's stance on authorship]() and [a post by Terry McGlynn]() offer general advice.

2. 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 Sponsored Programs & Foundation Relations.

3. If you are allocated miscellaneous or supply funds 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.

4. 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.

McNair Post-baccalaureate Achievement Program:
SCR encourages participation by McNair Scholars, who 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 SP&FR, 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.

Termination of Student Employment:
Note that students may be fired early from a project if they are failing to adequately meet project requirements or if their personal conduct is disruptive to others, per their signed contractual agreement. However, consult with Sara Paule, Director of SP&FR prior to firing any student since payroll paperwork is completed through SCR.

Summary Collaborative Research (SCR) Reporting Requirements

Upon project completion, we collect feedback from each summer research participant to assess the value of the SCR program. We use this information to help secure additional funding and as stewardship to thank the generous donors who support summer research.

As faculty director, you are responsible for 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.