SUMMER RESEARCH APPLICATION GUIDELINES
October 2015

Early decisions regarding summer research give both students and faculty a head start in arranging their summer activities, and also allow the university to plan for allocation of resources. This document provides guidelines and deadlines for student summer research fellowships via two models of student-faculty involvement: Faculty-initiated fellowships and student-initiated fellowships. Students who participate in either type of research will receive a weekly stipend of $425 for 8 to 10 weeks. Colgate makes low-cost housing available to research students living in Hamilton over the summer.

1. Faculty-Initiated Fellowships

Research projects in this model are designed and proposed by faculty members, who request support for summer student collaborators. Under this model, faculty members submit one or more proposals for mentoring student researchers. Proposals will be put forth by submission through a form made available to faculty in an email (from the Dean of the Faculty or Division Director) announcing the process. The form will include:

- Project title
- Goals, expected outcome and role of the student
- Student’s qualifications (if applicable)
- Need in terms of weeks and number of students (if more than 2, justification must be given)
- Abstract to be posted online for students to view

The timeline for this form of funding is given in Table 1. Faculty proposals are due through online submission to the Office of Undergraduate Research by November 20, 2015. After this date, the Division Director and Department Chairs meet to decide which proposals to recommend to the Dean of Faculty for funding. Once approved, the summer research opportunities for approved proposals are announced to faculty by December 17 and to students early in the spring semester. Students apply through an online form (can apply for up to 3 faculty projects) to the Office of Undergraduate Research by February 4, 2016. Students will be notified of the status of their application by February 18. This notification (either positive or negative) will be made to students by the Division Director.

<table>
<thead>
<tr>
<th>Table 1. Timeline with Deadlines for Faculty-Initiated Summer Fellowships</th>
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<tbody>
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<td><strong>Stages</strong></td>
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<tr>
<td>Faculty submit proposal(s)</td>
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<tr>
<td>Target date for announcements of approved projects to faculty</td>
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<tr>
<td>Students apply for up to 3 selections for research projects</td>
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<tr>
<td>Faculty decisions are</td>
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announced to students, email from each division director

Students reply to faculty, UR office  March 1, 2016

Students submit paperwork and housing application that includes start and end dates to the Division Director  April 15, 2016

2. Student-Initiated Fellowships

Research projects in this model are supervised by faculty but proposed by students. This research does not need to be related to the faculty member’s research, but the faculty member must agree to supervise the student for the duration of the project. In coordination with faculty mentors, students may apply for funding to the Division Director. The student application must include:

- Project title
- 3-5 page narrative following the guidelines listed below:
  - Written for a non-specialist.
  - Must clearly identify the question to be addressed by the research project, and its significance.
  - Specifically and concretely describe the sources, experimental plan, approaches, or methodology that will be used, and how they will address the research question.
  - Describe any alternative approaches or experimental plans, if applicable.
  - Where applicable, appropriate references must be included.
  - Include a timeline of anticipated tasks.
- A current copy of the unofficial transcript obtained from the Office of the Registrar
- A statement from the faculty mentor that includes:
  - The significance of the proposed work.
  - The quality of work that may be expected from the student.
  - The plan for consultation and supervision, given the student’s needs and ability to work independently.

The timeline for this type of funding is listed in Table 2.

**Table 2. Timeline with deadlines for Student-Initiated Summer Fellowships**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Deadline</th>
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<tr>
<td>Student submits proposal to Division Director, including support letter from faculty mentor.</td>
<td>February 26, 2016</td>
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<tr>
<td>Awards to students are announced</td>
<td>March 11, 2016</td>
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<tr>
<td>Students submit paperwork to HR</td>
<td>April 15, 2016</td>
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Additional Notes:

- Both funding categories involve direct faculty supervision.
- Summer research positions are normally not available for graduating seniors.
- Those faculty members interested in faculty-initiated fellowships should direct the proposal to the division director in which they maintain a continuing appointment or affiliation.
- Faculty cannot leave on-campus student researchers unsupervised for an extended period of more than 2 weeks. Faculty must make arrangements so that students have the proper guidance during their absence. For students working in a laboratory with potential hazards, the faculty must arrange for a colleague to oversee the student activities and be available in case of emergency.
- At the conclusion of the project, students must provide to the office of the Center for Learning Teaching and Research, an abstract with the accomplishments of the project written for the non-specialist. These abstracts will be included in the Directory of Student Summer Research.
- Faculty members are eligible for SUMR credit according to guidelines.
- Research assistantships will also be available for students to support faculty research that may not have the format of a student project. These positions will involve hourly pay. To obtain this type of funding, faculty must apply for a summer student wage grant, according to posted Research Council guidelines.

Approved by the DAC, October 19, 2015