SUMMER RESEARCH GUIDELINES

General
It has become clear that faculty and students would benefit from making early decisions and arrangements for summer research. This allows better planning and better allocation of resources. The present document gives new guidelines and deadlines for student summer research fellowships via two models of student-faculty involvement. Students supported will receive a weekly stipend of $425, paid on a biweekly schedule, for up to 10 weeks. This funding includes the option of subsidized on-campus housing.

1. Faculty-initiated Fellowships

With this type of funding, research projects are designed and proposed by faculty members. This funding alternative is envisioned to have a late-fall/early-spring semester timeline. Given the short notice, a mid-spring semester timeline will also be available this year.

Under this model, faculty members submit one or more proposals for mentoring student researchers. Each proposal must have:

• Project title
• 1-2 page narrative that includes:
  o The goals of the project
  o Description of the project
  o Expected outcomes
  o The role of the student with a plan for consultation and supervision
  o The student’s qualifications (if applicable)
  o Other sources of funding, if the project involves student travel
  o List of other externally funded student projects
  o The impact that the project will have on the student
• An abstract of the project, which includes the faculty, title, aims, and methods (max. 200 words; to be published on the Undergraduate Research website)
• Need in terms of weeks and number of students.

The timeline for this form of funding is given in Table 1. Faculty proposals should go to the appropriate Division Director by the listed deadline. After this date, the Division Director and Department Chairs meet and decide which proposals to recommend for funding to the Dean-Provost. Once the Dean-Provost approves the proposals, they are announced to faculty, and subsequently to students. Students then apply to faculty members, who make the decisions and announce them according to the timeline. Guidelines for student applications and announcements will follow departmental or divisional formats, to be determined. Selected students have one week to reply if they accept the position. All paperwork must be submitted by April 15. After this date, unfilled positions will be closed.
<table>
<thead>
<tr>
<th>Stages</th>
<th>Deadlines for Spring 2014</th>
<th>Deadlines for 2014-15 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty submit proposal(s) to Division Directors</td>
<td>February 14</td>
<td>December 2</td>
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<tr>
<td>Target date for announcements of approved projects to faculty</td>
<td>February 21</td>
<td>December 15</td>
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<tr>
<td>Students apply to faculty</td>
<td>March 7</td>
<td>February 7</td>
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<tr>
<td>Faculty decisions are announced to students</td>
<td>March 14</td>
<td>February 14</td>
</tr>
<tr>
<td>Students reply to faculty</td>
<td>March 28</td>
<td>February 21</td>
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<tr>
<td>Students submit paperwork and housing application that includes start and end dates to the Division Director.</td>
<td>April 15</td>
<td>April 15</td>
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2. **Student-initiated Fellowships**

This type of funding envisions research projects supervised by faculty mentors but proposed by students. This research does not need to be related to the faculty member’s research, but the faculty mentor must agree to supervise the student for the duration of the project. Students apply for funding in consultation with faculty mentors. The student proposal is submitted to the faculty mentor’s Division Director 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.
- An abstract of the project, which includes the student, and faculty names, project title, aims, and methods (max. 200 words; to be published on the Undergraduate Research website)
- A current copy of the student’s 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. Proposals should go to the faculty mentor’s Division Director by the listed deadline. Division Directors will collate proposals and circulate them to all chairs, allowing them at least a week to review department members’ and other proposals under consideration.

Table 2 – Timeline with deadlines for Student-initiated Summer Fellowships

<table>
<thead>
<tr>
<th>Stages</th>
<th>Deadlines</th>
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</thead>
<tbody>
<tr>
<td>Student submits all elements of the proposal to the faculty mentor’s</td>
<td>February 28</td>
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<tr>
<td>Division Director.</td>
<td></td>
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<tr>
<td>Awards to students are announced</td>
<td>March 14</td>
</tr>
<tr>
<td>Students submit paperwork.</td>
<td>April 15</td>
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</tbody>
</table>

**Additional Notes:**
- Graduating seniors are not eligible for these fellowships
- Faculty members interested in either funding option may direct proposals to Department Chairs or Program Directors. Nevertheless, the division undertaking the review should be one in which the faculty member maintains a continuing appointment or affiliation.
- Faculty members are expected to provide student researchers with appropriate levels of guidance and supervision. In particular, faculty must make arrangements when they will be unavailable for consultation for a period of more than two weeks. 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.
- By the middle of the project, students should give a 500-word update on the project to the Director of Undergraduate Research.
- 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.
- 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 to the Research Council, according to posted guidelines. In exceptional cases it may fund graduating seniors.

Approved by the Dean’s Advisory Council on January 22, 2014