

Lewis & Clark College
GUIDELINES FOR SUMMER COLLABORATIVE
FACULTY/STUDENT RESEARCH PROGRAM
Social Sciences, Arts & Humanities
2019

How to Apply

In order to apply for the Collaborative Faculty-Student Research Program, please read the guidelines for the program below, prepare your application, and submit it in electronic form (PDF) to Terri Banasek (banasek@lclark.edu), by **February 25, 2019**.

Your application should include the following:

- A cover page, including:
 - Project title
 - Name and department affiliation of faculty member
 - Name, major, year, and GPA of student
 - Dates over which the project will extend
 - Location(s) where the project will be conducted
 - Whether faculty have received Faculty-Student Summer Collaborative Research Program funding before. If yes, provide the years and project titles.
- An abstract describing the purpose of the project to someone outside the field in fewer than 100 words
- A detailed description of the proposed study, not to exceed three single-spaced or six double-spaced pages (minimum 10 point font). See “Guidelines for Applications to the Faculty-Student Collaborative Research Program” below
- Where appropriate, a bibliography for the project, not to exceed one page
- Faculty Curriculum Vitae
- Student transcript

Scope and Purpose

The goal of the summer program is to encourage and facilitate collaborative research projects between Lewis & Clark College faculty and students. While a team of one faculty member and more than one student may apply for a collaborative research grant, projects involving two or more students under the guidance of a faculty member may not be able to receive funding at levels listed below.

Grants will be awarded for either ten weeks or five weeks of devoted summer research. The ten week stipend for faculty is \$4,000; the five week faculty stipend is \$2000. Proposals should indicate the preferred length of award.

Students will be paid on an hourly basis at a rate of \$12.50 per hour. Students are expected to work no more than 37.5 hours per week for the duration of the ten (or five) week period of the proposed grant. Students must log their hours using Workday and faculty mentors are responsible for approving student hours through Workday. Faculty mentors for awarded grants will be required to attend a training workshop on Workday in April.

Details regarding administrative procedures for student pay and the training workshop will be provided with award notifications.

Summer Collaborative Research grant recipients (faculty and students) may not hold major fellowships or grants during the tenure of their awards, and they must devote full time to their projects for the entire ten (or five) week period.

All applications are reviewed and approved by Faculty Council.

Application Deadline and Award Notification

Applications for awards must be submitted electronically to Terri Banasek (banasek@lclark.edu) no later than **February 25, 2019**. Applications will be reviewed by the Faculty Council, and awards will be announced by March 25, 2019. Grant recipients will be expected to submit (1) an abstract of their project to the [L&C Collaborative Research Website](#), maintained by Watzek Library, and (2) a brief summary report to the Office of the Dean at the conclusion of the summer.

Eligibility

All tenure-line faculty and continuing non-tenure line faculty in the Arts, Humanities, Humanistic Social Sciences, and Social Sciences are eligible. Non-returning visiting faculty and non-returning adjunct faculty are ineligible.

All continuing undergraduate students at Lewis & Clark College are eligible. Continuing students are defined as students who will be enrolled at least through the fall term following their summer of research.

Program Expectations

All grant recipients—faculty and students—are required to take a Responsible Conduct of Research Training module prior to beginning the summer research project. In addition, if the project involves human subjects, it must be approved by the [IRB](#) prior to research initiation and grant recipients must complete online training modules for Human Subjects Research. Grant recipients will be contacted by the Sponsored Research Office with instructions to complete required training. More information about these training modules are available [here](https://college.lclark.edu/offices/sponsored_research/policies/citi-training-instructions/): https://college.lclark.edu/offices/sponsored_research/policies/citi-training-instructions/.

Grant recipients are expected to contribute to the L&C Collaborative Research Website (<http://collaborativeresearch.lclark.edu>), hosted through the library, and are encouraged to contribute to the Fall Poster Session and the Spring Festival of Scholars.

Criteria for Selection

Application for the Faculty-Student Collaborative Research Program will be judged using the following criteria:

- The collaborative nature of the project and its educational value to the student
- The conception, definition, organization, and description of the proposed project
- The significance of the contribution that the proposed project will make in the applicants' field
- The likelihood that the work set out for the summer can be completed within the time allowed
- The probability that the summer work may result in presentation, publication, exhibit, or other appropriate scholarly or artistic output.

Guidelines for Applications to the Faculty-Student Collaborative Research Program

An application for the Faculty-Student Collaborative Research Program should include enough detail about the collaboration, ideas, objectives, and methods of the project to enable an assessment of the project's collaborative nature, quality, significance, and feasibility.

Applicants should describe the specific program of research planned for the award period, explaining the basic ideas or questions to be explored and illustrating the approach or line of thought to be taken, insofar as they have been developed. Applicants should describe the methodology used for the program as well as the specific collaborative role of students in the research.

In addition, applicants should explain the relationship of the proposed project to their immediate and long-range study or research objectives. They should also explain the relationship of their projects to the work of other scholars in the same general area.

Please keep in mind that those assessing the applications are likely to be outside your field of study.

Proposals should include the following kinds of information, where relevant.

- What is the collaborative role of students in the research? What specific research roles will students undertake as collaborators?
- How will students benefit—what methods, skills, and research abilities will they acquire?
- How will the collaborative contribution of students be recognized in research dissemination (e.g., presentation, publication, exhibit, or other appropriate scholarly or artistic output)?
- What is the present state of the proposed study?
- What work has thus far been done for the project? What remains to be done?
- What makes the proposed methodology particularly appropriate for the applicants' research?
- Where will the study be conducted?
- Will the research team have access to archives, equipment, collections, institutions, or persons essential for carrying out the project?