

Swarthmore College

Academic Division Summer Opportunities

Program Guidebook

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Overview

Swarthmore College offers a variety of summer funding opportunities designed to enhance the academic and professional exposure of students in the form of fellowships or grants. Summer funding is intended to relieve students of the need to work during the summer months so as to allow them to engage in research, internships, or other creative projects to further their educational experience.

Summer Funding Program Description

Students who participate in the summer funding program are awarded a stipend of $6,000 in order to allow them to devote a substantial period of time and effort to the pursuit of a creative scholarly project, internship, work or research leading to thesis, honors, or major project preparation, or immersion in the creative arts during the summer months. The work is intended to substantially expand the research engagement or professional exposure of students.

Grants are available to support research by students in each of the three divisions (Arts & Humanities, Social Sciences, Natural Sciences and Engineering, as well as interdisciplinary studies programs) during the summer. Although significant funding is available for Academic Division opportunities, resources are limited, and not all proposals can be funded. All continuing students are eligible to apply for summer research support; however, priority is given to students who are currently completing their junior year. *Graduating seniors are not eligible to receive summer funding through the Academic Divisions summer funding program*.

The College supports independent research, when discipline appropriate, as well as research in collaboration with Swarthmore faculty and/or outside scholars. Students may submit proposals for the following types of work:

- field, archival, and/or desk research
- internships
- creative arts
- engaged scholarship
- intensive language study
- academically-informed activism
- work to support an honors preparation
- research leading to a thesis

Under certain circumstances, students seeking special training and mentorship, or volunteer opportunities may qualify for a grant. Students engaged in research are expected to fully engage in the process of scholarly exploration and development, and so projects in which the student would act as an office assistant or primarily engage in other non-scholarly work are thus not appropriate and will not be supported. Similarly, students engaged in internships or non-research based projects, such as the production of original writing or artwork or intensive language study, are expected to engage in activities which expand their academic program.

Students awarded summer funding are expected to commit the equivalent of ten weeks of full time work (roughly 400 hours total) to the project. As such, a substantial body of work should be completed by the end of the summer period, and students are expected to present a substantive report at the end of their experience. In some cases, students may also be asked to present their work through participation in student poster sessions.

The Academic Divisions are one of many offices/departments/programs on campus who have funding reserved specifically for summer opportunities for Swarthmore students. The Summer Opportunities website is a comprehensive location for information on all of these offerings. Each office has a different focus (e.g. the Lang Center primarily awards projects with a social responsibility focus, while the CIL primarily awards projects that home in on its pillars like entrepreneurship and innovation). It is possible that your project may be applicable under multiple different sources if it meets each office/department's criteria. You will not be penalized for submitting multiple applications to multiple offices/departments, but please note that if you are offered funding from multiple sources **you may only choose one opportunity** to partake in over the summer.

Application Process and Procedures

Applications must be submitted through the online portal to the appropriate Division: Arts & Humanities, Social Sciences, or Natural Sciences and Engineering. Students should identify which department/field their project falls under and apply to the corresponding division. Applications submitted to an inappropriate division may not be considered for funding.

If a project is directly related to or involved with one or more of the interdisciplinary programs (Asian American Studies; Asian Studies; Black Studies; Cognitive Science; Comparative Literature; Environmental Studies; Gender & Sexuality Studies; Global Studies; Interpretation Theory; Latin American & Latinx Studies; and Medieval Studies) you may apply to the

interdisciplinary programs as your main division. If there is confusion, please reach out to Corey Falls (cfalls1@swarthmore.edu) about which division to apply.

Eligibility

Swarthmore College undergraduate students who are enrolled in both the spring semester prior to the proposed summer work and in the fall semester following the proposed summer work are eligible. Students on an approved leave of absence who have identified their intent to return to active status, and/or who have received permission from the chair of their department or the program administrator to accept funding during an approved leave of absence are also eligible. Students who are participating in the Off-Campus Study Semester or Year Abroad program during the semester just prior to or just after summer work are also considered eligible. Students must be in good standing concerning both their academic program and conduct, and as part of the application process must consent to a review by the Dean's Office of their student conduct and academic records to determine eligibility.

International students generally need work authorization unless they are:

- conducting academic research with a faculty member on campus;
- pursuing an independent research project of your own design on campus;
- working an on campus job;
- leaving the United States to participate in a research fellowship, internship, or social impact project

If you are an international student physically in the United States, including on campus, while participating in a remote internship, you must have the same work authorization that would be required for an in-person position.

Please reach out to internationalcenter@swarthmore.edu with questions.

For students who do not have work authorization in the United States, or require a Non-Employment Based Opportunity (NEBO), please review the Sanctuary at Swarthmore's website on College-Funded Summer Opportunities. All students, regardless of immigration status, are eligible to participate in experiential learning opportunities funded through the College **as long as the opportunity is primarily for the benefit of the student's education, professional growth, or training**. Roles that require students to perform services or research primarily for the benefit of the College or faculty members at Swarthmore are employment opportunities and are limited to students with work authorization, as required by law.

Examples of eligible non-employment based opportunities include:

1. Student-initiated research projects (including with guidance and mentoring of Swarthmore faculty or staff)
2. Research, service, or career-exploration opportunities conducted at outside organizations or institutions

Please reach out to internationalcenter@swarthmore.edu with questions.

Getting Started

Engaging in a summer research project or other experience is an exciting journey! But, it's sometimes difficult to know where to begin. Student projects range widely in discipline and in depth and in many cases even in the type of work – research or experiential. The first step is to think about the type of project you wish to pursue.

Research Projects

Participating in faculty-student collaborative research

Students who participate in existing faculty projects are able to engage with faculty members, often working in their labs on campus, participating in their field research, or collaborating in the analysis of data. Students work side by side with faculty members gaining valuable exposure to the foundation of research principles and practice. Students who are interested in participating in a faculty-student collaborative project must make contact with the faculty member with whom they are interested in working well before the application process begins. Often, these types of collaborative projects emerge during or after active classroom engagement between the student and the faculty member.

Developing an independent project

Generally speaking, an "independent project" primarily benefits you, the student, and not the College or an individual faculty member. Independent projects should be student-led and created, but may be done in consultation with a faculty member for guidance. If you are proposing an independent project, you will still need to name a Swarthmore faculty member as your recommender within your application.

Due to the vertical nature of scientific study and the need for lab resources beyond what a student could access independently, it is difficult for students in the natural sciences and engineering fields to conduct independent research. Therefore, the Division of Natural Sciences and Engineering awards funds to support independent research projects very rarely. If you're

interested in engaging with research off-campus, talk with professors in the field to see if they know of applicable opportunities or search for unpaid Research Experience for Undergraduates (REU) programs. Please note that REUs tend to have different due dates than Swarthmore funding, stay organized to be sure you're meeting both deadlines.

Within the Divisions of Arts & Humanities and Social Sciences, students are permitted to engage in independent research projects. When developing a research topic within the Arts & Humanities and Social Science Divisions, students should identify the question or area that most interests them and consider the scholarly base of work that exists related to this topic. Consultation with a faculty member on a research idea is an invaluable component of developing a sound proposal for independent research. Faculty members may help to guide a student through the initial phase of project development, and students should draw upon their expertise whenever possible. Due to the nature of an independent project, however, students should be certain to ascertain the level of faculty guidance they may be able to receive throughout the course of the project.

Intensive Language Study Projects

Within the Divisions of Arts & Humanities and sometimes Social Sciences, students may apply for summer funding in support of the pursuit of intensive summer language programs. Students interested in submitting a project proposal for a specific intensive summer language program should consult faculty within the language section of interest about appropriate intensive language summer study programs. Your faculty recommendation should come from someone in the same department/section as your intended language course. Students interested in obtaining Swarthmore credit for such programs must consult both the policies of the Registrar's Office and that of the specific department at Swarthmore from which credit is sought.

Internships or other Experiential Projects

There are numerous opportunities in the Arts & Humanities and Social Sciences for the funding of projects related to internships or other creative engagement in experiential work. For example, students have been awarded funding to engage in intensive creative arts programs, to intern with global humanitarian organizations, or to participate in archeological digs. Students submitting proposals for experiential projects should be certain to outline in their proposal the ways in which the project is expanding their academic program or broadening their exposure to their chosen or intended academic discipline. Please note, students submitting proposals for external internships or programs are not required to have an external acceptance during the application stage, BUT they will be required to submit proof of admission to the program prior to receiving award money.

Preparing your Written Proposal

Once a student has identified the type of project they are interested in pursuing, a written proposal must be developed which will be submitted as part of the student's online application. The format and content of the proposal may depend on the type of summer project (research vs. internship, for example) and the Division in which the student is applying for funding. Students applying within the Division of Natural Sciences & Engineering as well as projects that are directly related to faculty research should work with their faculty mentor to develop their proposal. Students interested in submitting an interdisciplinary proposal that may be applicable to multiple Divisions should consult with a faculty member or Corey Falls regarding the most appropriate Division for proposal submission.

In general, a proposal is a written request for support of research, academic enrichment endeavors or experiential opportunities such as internships or community-based projects. Proposals for student projects within a faculty member's existing research program or lab may include less detail than proposals for independent student research, since an existing faculty research program provides an established structure to the student project. Especially for an independent research proposal, however, good proposals quickly and easily answer the following questions:

- What do you want to do?
- How much time will it take?
- How do you plan to do it?
- How much will it cost?
- How will this project contribute to the current knowledge base of the subject?
- Why is it important to complete the project this summer, rather than waiting?
- Why is it important to you, your academic program, Swarthmore College, and society at large that you do this project or opportunity?

These questions will be answered in different ways depending on the nature of the project and the academic division awarding the funding.

Generally speaking, a proposal for a ***research project*** will include a brief review of the literature available about the topic, a general hypothesis or goal of the project, and a description of the planned methodology. Proposals for projects in the ***creative arts*** should generally include

background about the creative or experiential project, the goal or end product of the project, and how engaging in this creative endeavor will help the student achieve their educational goals. Proposals for ***internships, intensive language study, or experiential projects*** should include an explanation about the student's suitability for the internship or program and the organization or institution to which the student is applying, and how the project will help the student achieve their educational goals.

In general, the strongest proposals are those that have been developed in consultation with a faculty member. Students are strongly encouraged to meet with a faculty member to discuss their project and the overall design of the plan they want to submit. When projects involve collaboration between faculty and students, such consultation is obvious. Students planning to conduct independent projects should draw upon the expertise of faculty members whenever possible.

Faculty Recommendations

All applications require a recommendation from a Swarthmore faculty member in order to be considered complete. Students should contact the faculty member directly to request this recommendation, and this request should come well in advance of the application period. If you are working directly with a faculty member on their research, you must name them as your recommender. If your project is independent or off-campus, your recommender should be someone in the same discipline as your proposal in order to evaluate it. Note: the faculty member submits the recommendation separately from the student application process. This recommendation becomes part of the student's packet of materials reviewed by the awarding committee.

In most cases, collaborative research will be planned and discussed between student researchers and faculty advisors and developed into a collaborative proposal, resulting in clearly laid out expectations related to the joint research. In these instances, the faculty advisor has a strong tie to the student research project and can provide a letter of recommendation that speaks directly to the research.

Students conducting independent projects are still required to have a Swarthmore faculty member submit their support for the project.

Students conducting projects at other institutions are also required to have a Swarthmore faculty member submit their support, and for NSE off-campus proposals students must include an acceptance letter from a supervising faculty member at the host institution.

When asking a Swarthmore faculty member to provide a recommendation, it is important for students to connect directly with the faculty member to share details about the summer project and why the project is of merit. Many students ask faculty members for this support after having completed one or two courses with the faculty member. This way, the faculty member is familiar with the student's academic interests and skillset. In addition, students are encouraged to visit a professor during office hours to initiate a conversation with the faculty member and get to know their research interests. Students should always confirm with the faculty member their willingness to submit a recommendation on behalf of the student PRIOR TO submitting the faculty member's name as the recommender on the application; it should not come as a surprise to a faculty member that a student has submitted their name as a recommender. Students should request a recommendation from a faculty or staff member within the division in which they apply to ensure the recommender has expertise in the field.

Proposal Description

Proposals that are incomplete or do not adequately describe why the project or opportunity deserves funding may receive less consideration from the review committees than stronger proposals.

Proposals within the *Divisions of Natural Sciences and Engineering* or *Social Sciences* (for any faculty or joint student-faculty project) should be developed in consultation with the students' faculty mentor. These proposals should include a brief description of the research project, including the research goals, where and when the work will be conducted, and an explanation of how the research will benefit the student's academic program.

Proposals within the *Division of Natural Sciences and Engineering* that are being proposed for off-campus projects without Swarthmore faculty supervision should review this guidance document. The NSE will consider project proposals for research off-campus as well as experiential learning opportunities like unpaid internships or educational programs. However, the primary focus of the NSE off-campus program is research experience, and traditional research experiences will be given priority among the application pool.

Funding for off-campus experiences is limited and highly competitive. Strong applications must include the following:

1. An acceptance letter from your off-campus faculty mentor, organization, or program that includes:

    a. A detailed description of the project you will work on and a detailed description of what you will be doing (please mention if there are any research protocols, approved or in progress, where the student would be added)
    b. A description of who will directly supervise and mentor you (the faculty member or a member of their lab) and what that supervision and mentorship will consist of
    c. A clear statement that the faculty member or program does not have their own funding to support you
    d. A confirmation of experience start/end dates
2. A recommendation from a Swarthmore faculty member who has expertise in the field of research you are proposing to work in. Their recommendation needs to contain:
    a. A strong recommendation based on previous interactions with you
    b. Substantive (meaningful/thoughtful) comments about the merits of your proposed research project
3. Your own description of the research you plan on conducting over the summer or the program you intend to participate in, and how the summer experience you've proposed will benefit you academically and professionally.

Proposals within the *Divisions of Arts & Humanities* and *Social Sciences* should include the following components, depending upon the type of project:

Projects Involving Research

1. A solid base of background research with appropriate scholarly citations.

2. A clear purpose and focused objectives of the project. The purpose/objectives are crucial to guiding any research project and it is important that these objectives are relevant, focused, and adequately described.

3. A description of the research methods and a clear connection to the hypothesis or research question(s) being addressed by the project. The proposed research methods should also be appropriate within the scholarly expectations of the academic field of the student and should be feasible given the timeframe and experience of the student.

4. A clear and detailed timeline including specific phases or milestones to identify progress through the project. The timeline should be realistic for the scope of the project.

5. A prospective budget for the project outlined in a spreadsheet or table, with the project costs detailed as line items with justification for the various expenses.

Projects Involving Creative and Experiential Work or Intensive Language Study

1. A summary detailing the proposed project, including how and where it will be conducted and how it will contribute to the applicant's program and enrich his/her Swarthmore experience. Students pursuing internships should identify within their proposals the specific programs they plan to pursue.
2. A clear and detailed timeline including specific phases or milestones to identify progress through the project. The timeline should be realistic for the scope of the project.
3. A prospective budget for the project outlined in a spreadsheet or table, with the project costs detailed as line items with justification for the various expenses.
4. If the proposal is related to intensive language study, a detailed summary of how the language program supports the applicant's course of studies at Swarthmore.
5. If the proposal is related to an internship, a letter acknowledging admission or acceptance of the applicant to the internship program by the sponsoring agency. Letters of acceptance are not required at the time of proposal submission, but are required prior to disbursement of funds. However, letters of acceptance received prior to the application deadline should be submitted with the proposal whenever possible.

Other Guidelines

Expectations for Conduct

Engaging in summer funded opportunities is a privilege. With this privilege comes the expectation that students will adhere to the highest standards of integrity, mutual respect, and professionalism before, during, and after their experiences as representatives of Swarthmore College. As representatives of the College, awardees will continue to be governed by and expected to adhere to the policies outlined in the Student Handbook and the Student Code of Conduct, and will be held accountable for infractions of these policies.

All students who accept funding through the academic division will be expected to:

- Sign and submit a copy of the Statement of Expectations
- Complete and submit a Release of Liability Waiver
- Consent to a review by the Dean's Office, ensuring students are in good standing both academically and behaviorally

Minor Clearances

Whether online or in person, anyone working with minors (anyone under the age of 18) on a regular basis must complete PA Act 153 clearances, which include a PA Criminal Background Check, Child Abuse Clearance, and Fingerprinting. For additional guidance on obtaining clearances, email volunteer-clearances@swarthmore.edu.

Conducting a Project Abroad

All students who plan on conducting research or attending a program, for any length, abroad are required to complete a Travel Registry and pre-departure orientation program with the Global Engagement Office. As part of the Risk & Compliance section, students must indicate all countries they plan to travel to as part of their project. If a student's proposed project is in a country under a U.S. State Department travel warning or for which a travel advisory has been issued, the International Travel Risk Management Committee will be in contact. In these cases, additional vetting of the project proposal is necessary before permission and funding will be granted. Students intending to travel to a country with a travel advisory should also consider alternative locations as a backup.

Coursework Done Elsewhere

On occasion, and only when the proposal is deemed meritorious, a student may be awarded summer funding in support of completing advanced coursework not currently offered at Swarthmore. In recent years, for example, students have received summer funding to support the completion of advanced Korean language courses or in archeological training courses offered at other institutions. The awarding of summer funding to participate in these programs does not imply that the student will receive transfer credit for the work. Any student interested in receiving Swarthmore College credit for work at another institution should consult the Registrar's Office and the specific department from which credit is sought.

Maximum Funding Amounts

To ensure that the available funding reaches as many students as possible, funding for any one individual student is not to exceed the equivalent of one grant (currently $6,000) for one summer. In some cases, students who are completing multi-year project grants at the College (for example, Project Pericles Fund or Lang Opportunity Scholarship sponsored by the Lang Center) may also apply for a summer research grant *so long as the student is able to commit to completing the equivalent of full time research for at least 10 weeks* during the summer of application. If a student is interested in applying for less than the 10 weeks in order to accommodate additional commitments, the student may apply for a prorated grant which should

be reflected in the submission of their budget. Similarly, if a student is awarded less than the equivalent of one full grant, the student may supplement the funding by accepting departmental awards up to the amount of $6,000. Students interested in department-specific awards outside of this process should contact their department.

Award Funding Distribution

Students who are awarded funding will receive their stipend in two payment installments.There may be an exception for some grants that require a different method of payment where we will pay the student in accordance with those grant regulations. Initial payments will begin in mid-May and will be distributed to students who have completed all requirements of their summer award. These requirements can include completion of the Award Acceptance forms; travel registry (for those students traveling abroad with summer funding); Departmental Review Approval (for those projects who meet this review process in some of our departments who have this review process in place – Educational Studies, History, Peace & Conflict Studies, and Sociology & Anthropology); and/or Institutional Review Board Approval (for those projects involving human subjects research). Student requirements are determined by the office at the College who is responsible for that aspect of their award as these offices work closely with the Provost's Office when processing these requirements.

How will the distribution of payments look to students?

- Students who received the full 10-week stipend of $6,000, will receive $5,500 in May and $500 in October after submission of their final report
- Students who received less than $6,000 will have 10% or $500 (which ever amount is smaller) withheld from their May payment and will receive the remainder in October after submission of their final report
- Note that both payments will be distributed upon completion of all requirements for the awarded students proposal and final report

Engagement in Other Work

Students awarded the equivalent of a full grant are expected to commit to full time work during the course of the 10-week summer period. Given the level and rigor of the work expected of students during this time, students who have accepted summer funding are not permitted to engage in additional on-campus hourly jobs during the summer. On occasion, students may also be awarded a small honorarium in recognition of participation in service work related to their projects, such as mentoring in the Science for Kids program. Students interested in participating

in multiple summer opportunities, such as attending an intensive language program abroad and engaging in a summer research project during a single summer, should consider the overall workload and academic commitment required of each program; in these cases, faculty or departmental permission may be required, and a prorated reduction of funding may result.

Impact of Summer Grants on Financial Aid

Financially aided students should consult with the Financial Aid Office about how receipt of an award may affect their funding at Swarthmore. In general, however, funds received as a summer grant will be counted towards the summer earnings expected contribution. At Swarthmore, the expectation for most financial aid recipients is that they will work during the summer months and be able to save about $2,000 in the summer prior to beginning at Swarthmore and about $2,500 in the summers after the first year. Additional resources may be found on the Financial Aid Office's website.

Use of Equipment and College Facilities

Many students who participate in research on campus make use of departmental laboratories and equipment during the course of their summer project. Students who are conducting research in faculty members' labs should make plans for accessing these labs as necessary to conduct their work. Students will continue to have access to the College's libraries and facilities that are open during the summer. In general, the College does not loan equipment to students conducting research off campus. In rare instances, students wishing to borrow equipment for off-campus projects, and 1) who have identified a specified need for the request in their written proposal and 2) have received approval of the department, program or faculty advisor supporting their project, may be permitted to borrow College equipment; in these instances, the student accepts responsibility for safeguarding the equipment and also assumes financial responsibility for any lost, stolen, or damaged equipment.

Intellectual Property Policy

The work of student researchers may be subject to the College's Intellectual Property policy. In general, students conducting independent research are owners of the creative product resulting from their research. However, when a student works on a faculty research project in a supportive capacity for an established line of research, ownership of the scholarly product defaults to the faculty member. When a student conducts research in a more collaborative capacity with faculty members, and in particular contributes equally or on a near-equal basis as the faculty member, it is expected that the student and the faculty member will develop an understanding (to be

documented in writing) about the ownership of any scholarly work produced. To read the College's Intellectual Property Policy, please visit this website.

Mid-Project Feedback and End of Project Reports

All students who have accepted funding for summer research or internship projects will be expected to respond to solicitations for feedback about their experience at various points throughout the summer. Such solicitations may come from the Provost's Office, a faculty advisor, or the division chair, and is aimed at ensuring awardees are making progress in their projects and have support and resources needed.

In addition, at the end of the summer experience, all awardees are required to submit a final report summarizing their work and their overall experience of their summer project. These final reports will be reviewed by members of the faculty and provide an opportunity for students to share the outcomes of their experience with those faculty members.

These final reports will also be shared with external donors who have contributed funds to support summer projects. These reports allow students an opportunity to express their gratitude to the individual or organization that supported the summer project. Occasionally, organizations or donors will request additional feedback from students related to their experience, for example via video testimonials. In these cases, students are generally informed of any additional requirements at the time of awarding summer fellowships.

Engagement with Donors

Many of the summer research grants are supported through endowed fellowships generously donated from the College's expansive network of alumni and donors. The Division of College Advancement may arrange for informal or formal networking events between students who have been awarded fellowships and the donors who funded these fellowships. In addition, students have been invited to engage informally with donors to share their experiences with summer opportunities. While many students have found these connections to be enjoyable and beneficial, participation in these types of networking events is voluntary and is not an expectation of acceptance of summer funding. Regardless of a student's engagement with donors in these events, all students are still required to submit a one-page summary report to be shared with the donor of their particular grant.

Risk and Compliance Requirements

It is the responsibility of all Swarthmore College researchers to adhere to the highest ethical and professional standards as they pursue research and scholarly activities. The well-being and physical safety of students and project participants is an essential consideration of the College's risk and compliance staff. Students engaged in research and scholarly endeavors must comply with all relevant legal, regulatory, and ethical requirements established by the College, regulatory agencies, funding sources, and applicable professional organizations.

International Travel

If your project includes any travel outside of the United States, awards are contingent upon review by the *International Travel Risk Management Committee* (ITRMC) globalsafety@swarthmore.edu. All College-sponsored and/or College-funded international activities must be approved to confirm eligibility for summer funding. All Swarthmore Global Travel is subject to the College's International Travel Policy. Students may be required to send in more information and/or change their international location or activity, if their project is not in compliance with College policy. Students will be contacted individually via email if such supplemental information is needed. Any student approved for Swarthmore Global Travel will need to complete all Travel Registry requirements before their funding will be disbursed. Students should not purchase flights or make binding financial commitments until their proposed travel has been approved.

Research Compliance

Human Subjects Research

Any proposed student project that meets the federal definition of "human subjects research" must receive IRB approval (by the IRB or the designated Departmental Review process) before any activities relating to that project may begin.

All submitted student proposals will undergo an initial review to determine whether projects meet the regulatory criteria that require IRB review. Students whose projects are found to meet this criteria, or require additional clarification around proposed activities, will be contacted by research compliance staff.

IRB Submission and Review Process

Students whose project requires IRB approval must complete a submission to the IRB for review. Information about the application and submission process may be found on the IRB website.

Completion of CITI Training for researchers working with human subjects is required before a submission to the IRB will be reviewed.

Submissions to the IRB are made using our electronic submission system, CAYUSE. All affiliates of the College (i.e. you have an @swarthmore email address) have an account that is accessed using SSO. Instructions for creating a Study/Submissions, in Cayuse, are available using the Cayuse Researcher Guide. Once submitted, the IRB will process the submission and contact the student researcher with any questions or issues. If a project is found to involve "more than minimal risk" to participants, the review must be completed at a convened board meeting which takes place once per month during the fall and spring semesters. Once a project has been approved, the IRB will notify the student in writing. Projects must remain compliant with IRB policies and procedures throughout the course of the project and only those research activities specified in the approved IRB submission may be conducted.

Departmental Review

Students whose projects meet the definition of "human subjects research" and are associated with the following departments may be eligible for a departmental review process that has been designated as part of the College's IRB review policy:

- Sociology & Anthropology
- Educational Studies
- History
- Linguistics
- Peace & Conflict Studies

Contact the relevant department chair or administrator for more information about eligibility.

NSF Responsible and Ethical Conduct of Research (RECR) Training

As part of Swarthmore's commitment to ethical behavior and to complying with the regulations of the National Science Foundation (NSF), all Swarthmore undergraduates receiving NSF funding for their summer project must complete training in the responsible and ethical conduct of research. Required training includes a brief, online course on research ethics and principles, administered by the CITI Program, which must be completed before funding will be awarded. Your faculty advisor will supplement asynchronous CITI training with mentoring throughout the course of the project to satisfy NSF requirements. For more information, please consult with your faculty advisor and/or contact Jena Fioravanti, the Director of the Office of Research Integrity and Engagement, at jfiorav1@swarthmore.edu.

Compliance Requirements for NIH-Funded Student Researchers

All undergraduates working on projects funded by the National Institutes of Health (NIH) for more than one "person-month" are required to create a User ID and complete a Personal Profile in the NIH Commons online electronic system. Any student with a full-time, 10-week opportunity working on an NIH-funded project will meet this criteria. This data is collected to support NIH's efforts to understand the impact of its funding by tracking the career pathways of participants in research funded by the agency. While you are required to create a Personal Profile, you are allowed to opt out of answering demographic questions. Your faculty advisor will work with the Sponsored Programs office to create your user account, after which you will be prompted to complete your profile. Failure to complete your profile in a timely manner may prevent your faculty advisor from submitting the Research Performance Progress Report (RPPR) to the NIH.