

# Summer Opportunity Applications and Funding INFORMATION and FREQUENTLY ASKED QUESTIONS

## ***GENERAL INFORMATION***

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

Students seeking funding may receive a maximum of \$4,800 total per summer from all College sources. Graduating seniors are not eligible to apply for funding, but rising seniors, juniors, and sophomores are eligible. NOTE - priority is given to rising seniors.

### **COVID-19 Effect on Summer 2021 Funding**

Students applying for funding for the Summer 2021, will be asked to submit both in-person and virtual proposals due to COVID-19. As the application and award process for this summer progresses, students will be informed as to whether in-person experiences are able to be resumed. Note that the decision for resuming in-person opportunities is made at the College level and students will be expected to adhere to College policies surrounding the decision.

If off-campus and abroad opportunities are able to be resumed in-person, students will be asked to complete all necessary application and award materials accordingly. Applicants who have summer plans that are not directly involved with a Swarthmore Faculty or Staff Member (either in-person or virtual), are required to secure a recommendation from the off-campus host. Applicants will be required to submit the name and email address of this recommender who will then receive an email notification with instructions on how to submit their recommendation. If you have a confirmation/acceptance for your off-campus opportunity, you will be able to provide that document in the application process. If you are not able to provide an email address for this recommender, please reach out to Debbie Thompson. If students are able to go abroad this summer, the Off Campus Study Office will have additional requirements – see <https://swarthmore.studioabroad.com/> for more information.

Applications where the student's proposed work meets the definition of human subjects research, will be required to submit an application and all supplemental materials (e.g., investigator training- CITI) either through the Institutional Review Board process or through Departmental Review (for eligible departments) procedures, after being awarded, but no later than April 1st. Once requests are received, the IRB or Departmental Review process will begin. Processing of these applications may take several weeks and awarded proposals will not receive their funding until all requirements are complete. For more information on the IRB and/or definitions for these requirements, please see the IRB website: <https://www.swarthmore.edu/institutional-review-board>

## ***APPLICATION/PROPOSAL***

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<p>When does the application submission link open?</p>	<p>Applications can be submitted starting early in the Spring Semester. For Summer 2021, that will be January 28<sup>th</sup>. The information is available through the Summer Funding page on the website which is also where the link to the application portal will appear on January 28<sup>th</sup>. <a href="https://www.swarthmore.edu/summer-research-opportunities">https://www.swarthmore.edu/summer-research-opportunities</a></p>
<p>What materials will I need for my application?</p>	<p>Your application (submitted through Wizehive using Swarthmore’s single sign on), a proposal (for Summer 2021, both in-person and virtual proposals will be required), and a Swarthmore faculty or staff member recommendation. In addition, if your opportunity will take place without a Swarthmore faculty or staff member, an outside recommendation is required. <i><b>NOTE:</b> the outside recommendation is in <u>addition</u> to the Swarthmore recommendation and when submitting an email address for the outside recommender, they will receive instructions and a link to complete their recommendation which will not be in the form of a letter upload, but answers to questions in a portal.</i></p>
<p>What is required for my proposal(s)?</p>	<p>You will be asked for the title of your project/proposal which should reflect your summer plans. If you are collaborating with a particular faculty member in their lab or on their project, your title should indicate that collaboration. The proposal itself will be submitted in the application portal. Please take care to note the word limit placed on student proposals. <i><b>NOTE:</b> for summer 2021, both in-person and virtual proposals are required as indicated above.</i></p>
<p>Can you tell me more about the in-person AND virtual proposals?</p>	<p>Your proposals (in-person and virtual) should be:</p> <ul style="list-style-type: none"> <li>• Similar, meaning that the in-person and virtual proposals represent different approaches to the same general project or goal</li> <li>• Worked out with your faculty member (especially if your opportunity is part of a lab science with a Swarthmore faculty member)</li> </ul> <p><b>NOTE:</b> if your in-person and virtual proposals are completely different - meaning that they are very separate things, then you would need to submit two applications. Feel free to reach out to Debbie Thompson - <a href="mailto:dthomps1@swarthmore.edu">dthomps1@swarthmore.edu</a> - for questions regarding this scenario.</p>

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<p>What if I would like to work with a faculty member who has either an existing project and/or external funding?</p>	<p><b>Make sure that you have discussed your plan with the faculty member. Your proposal title should reflect that existing project and your proposal should be a description of that project.</b></p> <p><b>For students applying for funding from the Natural Science and Engineering Division (NSE) or Social Science Division (SS): <i>If you plan to work with a Swarthmore faculty member in the NSE, your proposal(s) should be a brief description of the project you hope to work on, following specific guidance by your faculty supervisor, who will be following the protocols set by their department. If you plan to work at another institution, supervised by someone other than a Swarthmore faculty member in an NSE-related area, your proposal should be a description of the project you have been invited to work on, incorporating specific language provided by your expected supervisor. For these non-Swarthmore faculty proposals, you should also be as explicit as possible about how you expect to spend your time and how you hope the summer experience will further your educational goals.</i></b></p>
<p>Do I have to submit all of my materials at once (complete the application and upload my proposal) or can I save and come back to submit?</p>	<p><b>No, you do not need to submit all of your materials at once. The Wizehive application system allows you to go back into the portal and submit materials as you complete them. There is a submission button as well where you can click submit to indicate that your application is complete, including all of your materials. <u>NOTE:</u> the deadline will determine final submission so you must have your application complete at that time. If you are awaiting outside program acceptance, that is the only item that can be submitted after the deadline.</b></p>
<p>What is the application deadline?</p>	<p><b>The application deadline for Summer 2021 funding is February 15th, 2021, at 3:59:59 pm</b></p>
<p>Can I submit my application after the deadline?</p>	<p><b>No. All application submissions, including your proposal, must be completed by the deadline. <u>NOTE:</u> external program acceptances can be submitted after the deadline. You are not required to have this acceptance at application time, but it will be required in order for you to receive funding if your application is awarded.</b></p>
<p>Is there a way for me to check on the status of my application, or to confirm receipt of materials?</p>	<p><b>All applications are considered pending until applicants are notified in March. The portal for applications is available until the deadline closes on February 15th at 3:59.59 pm.</b></p>

### ***FACULTY RECOMMENDATIONS***

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<p>From whom should I request my recommendation?</p>	<p>The Swarthmore faculty member who is familiar with your proposal. You should meet with this faculty member so that he/she is aware of your proposal and that you are asking for their support. If your proposal is to collaborate with a faculty member, the recommendation should come from that particular faculty member. Faculty members ask that you seek them out to discuss your proposal and your roles well before the deadline. It is important that you meet with the faculty member before naming them as a recommender.</p>
<p>Do I have to get the recommendation from the Swarthmore faculty member and submit it myself?</p>	<p>No, you do not submit the Swarthmore faculty members recommendation. Once you submit your proposal, and name your Swarthmore faculty recommender, they will receive an email asking them to submit their recommendation and how to complete that requirement. <i><b>NOTE:</b> formal recommendation letters are not submitted. Instead, the Swarthmore recommender receives instructions, including a link to complete their recommendation which is submitted as responses to questions in a portal.</i></p>
<p>How will my non-Swarthmore advisor submit their recommendation?</p>	<p>Off-campus advisors will also receive an email asking for them to submit their recommendation. This email will have a link to the portal and instructions on how to complete this request. <i><b>NOTE:</b> formal recommendation letters are not submitted. Instead, an external recommender receives instructions via email, including a link to complete their recommendation as responses to questions in a portal. Due date for recommendations: February 19th, 2021.</i></p>
<p>What if I have applied to a program and am awaiting acceptance?</p>	<p>Students who are applying for funding for a program where their acceptance is not yet known are still eligible for funding but will need to provide documentation for their acceptance before receiving funding. If you do have an acceptance document, that should be added in the application process at the appropriate place.</p>

### ***AWARDS/FUNDING***

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<p>When will I know if I will receive funding?</p>	<p>Decision notifications are sent via email in early March. That email will indicate whether you are funded, placed on a waitlist, or will not receive funding.</p>
<p>Is there a possibility that I could still receive funding after the award notifications are distributed?</p>	<p>The division committees will have a "waitlist" of students in the event that funding becomes available. Waitlist information will NOT be shared with applicants.</p>
<p>Are there any requirements once I am awarded?</p>	<p><b>Yes, the following is required by all awardees:</b></p> <ul style="list-style-type: none"> <li>● Signed Waiver Form</li> <li>● Academic Divisions Statement of Expectations</li> <li>● Report at the end of the summer describing your opportunity</li> </ul> <p><b>NOTE: Your summer funding will have come from one of a number of sources, possibly from outside donors who have contributed to the program. We report to these donors annually and may share your report with them. Reports are due the first Friday of the Fall Semester.</b></p> <p><b>Additional Requirements (if applicable):</b></p> <ul style="list-style-type: none"> <li>● Travel Registry - if traveling abroad for the summer (if this is an option in Summer 2021)</li> <li>● External Acceptance Recommendation or Document - for any summer project that is not on Swarthmore's campus (with the exception of Swarthmore faculty-led summer projects that take place off campus)</li> <li>● Departmental Review</li> <li>● IRB approval or completion of IRB materials</li> </ul>
<p>How will I submit my award materials?</p>	<p>All required award materials will be submitted via the portal. Students will be notified of the deadlines for requirements and the expectation is that you will meet those requirements.</p>
<p>How will I receive my payment for my summer award?</p>	<p>Payment will be sent to you via direct deposit in the beginning of May. The College will withhold a portion of your summer funding which you will receive after you submit your summer report which will be due the first Friday of the fall semester.</p>

***IRB/DEPARTMENTAL REVIEW***

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<p>What if the work I will engage in as part of my summer opportunity is considered research involving human participants (i.e., subjects) and/or use of their information for research purposes?</p>	<p><b>If you are awarded a summer opportunity and your proposed work meets the definition of human subjects research you will be required to submit an application and all supplemental materials (e.g., investigator training- CITI) through the IRBManager electronic system (see the IRB website for details) after being awarded, but no later than April 1st. Once your request is received, the IRB will begin the review process, which can take several weeks. All requests will be reviewed in the order with which they were received.</b></p>
<p>How do I know if my project will require either Departmental or IRB review?</p>	<p><b>Departmental Review will be determined by the policy set forth by the Provost based on internal requirements which varies by department. If your project falls under Departmental Review, you will be contacted by the department.</b></p> <p><b>IRB review is required for a project/proposal if it involves both “research” and “human subjects”:</b></p> <p><b>1) Research is defined as “...a systematic investigation designed to develop or contribute to generalizable knowledge.” A systematic investigation includes, but isn’t limited to, a hypothesis, research development, testing, pilot work, and evaluation. “...Contributing to generalizable knowledge” involves an activity that is designed to develop NEW knowledge that can be applied broadly to similar groups or conditions.</b></p> <p><b>2) Human subject is defined as “...a living individual about whom an investigator obtains data through intervention or interaction, or their identifiable private information.” If you are collecting personal information about an individual, from that individual by interacting with them and/or communicating with them in some way, then the criteria for human subject has been met.</b></p>
<p><i>If you would like more information about these definitions of research and human subjects, please visit the IRB website or contact Jena Fioravanti at <a href="mailto:jfiorav1@swarthmore.edu">jfiorav1@swarthmore.edu</a>.</i></p>	