

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 \$5,200 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 2022 Funding

This past summer, we were able to allow students to travel domestically and have in-person opportunities on campus. Students applying for funding for the Summer 2022, **may** 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 if there will be shifts in summer plans. Note that the decisions surrounding these plans are made at the College level and students will be expected to adhere to College policies surrounding the decision.

Applicants who have summer plans that are not directly involved with a Swarthmore Faculty or Staff Member, 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. For students who will not be on campus this summer, the Off Campus Study Office will have additional requirements – see <https://www.swarthmore.edu/off-campus-study-office> 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>

Summer Opportunity Applications and Funding INFORMATION and FREQUENTLY ASKED QUESTIONS

APPLICATION/PROPOSAL

<p>When does the application submission link open?</p>	<p>Applications can be submitted starting early in the Spring Semester. For Summer 2022, that will be January 18th. 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 18th. https://www.swarthmore.edu/summer-research-opportunities</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 2022, both in-person and virtual proposals *may* 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>NOTE: 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.</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>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. <i>NOTE: 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.</i></p>
<p>What if I would like to work with a faculty member who has either an existing project and/or external funding?</p>	<p>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.</p> <p>For students applying for funding from the Natural Science and Engineering Division (NSE) or Social Science Division (SS): <i>Whether your plan is to work with our own Swarthmore Faculty or with someone from another institution, your proposal should include a brief description of the project you hope to work on, following specific guidance by your immediate summer supervisor. Regardless of location, this supervisor will be following protocols set by their department and/or institution. For proposals at another institution, your project description should incorporate specific language provided by your expected supervisor and for non-Swarthmore proposals, you are asked to 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></p>

Summer Opportunity Applications and Funding INFORMATION and FREQUENTLY ASKED QUESTIONS

What is the application deadline?	The application deadline for Summer 2022 funding is February 8th, 2022, at 3:59:59 pm.
Can I submit my application after the deadline?	No. All application submissions, including your proposal, must be completed by the deadline. <i>NOTE: 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.</i>
Is there a way for me to check on the status of my application, or to confirm receipt of materials?	All applications are considered pending until applicants are notified in March. The portal for applications is available until the deadline closes on February 8th at 3:59:59 pm.
<i>FACULTY AND EXTERNAL RECOMMENDATIONS</i>	
What recommendation(s) do I need?	ALL applications require a Swarthmore faculty member recommendation regardless of the type of project and/or location. This should be a faculty member who is familiar with your proposal. You should meet with this faculty member so that they are aware of your proposal and that you are asking for their support. If your proposal is to collaborate with a Swarthmore faculty member, the recommendation should come from that particular person. Faculty members ask that you seek them out to discuss your proposal and your roles well before the deadline.
Do I have to get the recommendation from the Swarthmore faculty member and submit it myself?	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>NOTE: 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>
How will my non-Swarthmore advisor submit their recommendation?	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>NOTE: 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 10th, 2022.</i>
What if I have applied to a program and am awaiting acceptance?	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.

Summer Opportunity Applications and Funding INFORMATION and FREQUENTLY ASKED QUESTIONS

AWARDS/FUNDING

When will I know if I will receive funding?	Decision notifications are sent via email by mid-March. That email will indicate whether you are funded, placed on a waitlist, or will not receive funding.
Is there a waitlist for awards after initial notification?	The division committees will have a waitlist of students in the event that funding becomes available. Waitlist information will NOT be shared with applicants.
How will I submit my award acceptance materials?	All required award materials will be submitted via the portal. Students will be notified of any deadlines for requirements and are expected to complete all requirements.
How will I receive my payment for my summer award?	Payment will be sent to you in mid-May once <u>all</u> award acceptance requirements are met. Direct deposit is the fastest way to receive this payment. 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.

RISKS AND RESEARCH COMPLIANCE

How will I know if there are Risk or Compliance Contingencies that must be satisfied as part of my award acceptance?	Completion of the Risk and Compliance Form that is part of all applications allows for administrative review of any risks associated with travel and research, as well as identification of regulatory compliance requirements that must be met before the project may begin. Risk and Compliance staff will contact you to provide additional guidance, instruction and assistance, as needed, based on your responses and review of your application.
What if my project is considered HSR (human subjects' research), involves research with animals, or work in a natural science lab with biohazardous materials?	After being awarded, you will be contacted by Research Compliance staff if your responses to the Risk and Compliance Form suggest that you will engage in research involving human subjects, animals or biohazardous materials. You will be asked to confirm any existing approvals through your faculty supervisor (if applicable) as part of the Risk and Compliance application process. If the project is independent, and once compliance staff have confirmed the intention to conduct "research, you will be required to submit an application to the IRB, either via departmental review or through Cayuse, the electronic submission system (see the IRB's website for additional information about Cayuse). *Please note that independent student researchers are required to arrange for a faculty mentor to commit to the role of CO-PI for such submissions. Once your submission is received, the review process may take several weeks. All requests will be reviewed in the order with which they were received. Departmental Review is a function of the IRB, and that type of IRB review will be determined by the policy set forth by the Provost based on internal requirements. If your project falls under Departmental Review, you will be contacted by the department.

Summer Opportunity Applications and Funding INFORMATION and FREQUENTLY ASKED QUESTIONS

<p>Are there any requirements or contingencies once I am awarded?</p>	<p>Yes, the following is required by all awardees:</p> <ul style="list-style-type: none"> ● Signed Waiver Form ● Academic Divisions Statement of Expectations ● Report at the end of the summer describing your opportunity <p>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.</p> <p>Additional Requirements/Contingencies (if applicable):</p> <ul style="list-style-type: none"> ● Travel Registry - if traveling in the summer (based on the College's decision for summer travel) ● 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) ● Research Compliance/Training Approvals: IRB/Departmental Review, IACUC, IBC <p style="background-color: yellow;">Incomplete award acceptance requirements will need to be met before payment can be made.</p>
<p>Who should I contact if I need help with Risk and Compliance Contingencies?</p>	<p>If you would like more information about research involving human subjects, animals, or biohazards, please contact Jena Fioravanti at jfiorav1@swarthmore.edu. If you would like more information about risks related to the travel registry and/or other questions about international travel relating to your summer opportunity, please contact Patricia Martin at pmartin1@swarthmore.edu.</p>