

**LAFAYETTE COLLEGE
ACADEMIC RESEARCH COMMITTEE**

RESEARCH MANUAL

2017-18

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Application forms can be found at: <http://researchsupport.lafayette.edu/>

I. 2017-18 DEADLINE DATES FOR APPLICATIONS

Faculty Research Grants and Advanced Study Grants

The Academic Research Committee will review proposals for faculty research grants and advanced study grants at their second, fourth, and eighth meetings (typically, in September, December, April), and, contingent on the availability of residual funds, also at the ninth and final meeting (in May). A portion of the annual research budget will be designated for the second, fourth, and eighth meetings with un-awarded funds carried forward to the next applicable meeting. Any residual funds after the eighth meeting, if available, may be used to fund competitive applications that are submitted for review at the final ARC meeting. Funds for this type of support are competitive, limited, and typically exhausted by the April meeting; thus, it is strongly recommended that applications be submitted for the September, December, or April meetings. The meeting dates and the deadlines for submitting materials for these specific forms of support are:

Meeting Date	Submission Deadline
September 14, 2017	September 4, 2017
November 30, 2017	November 20, 2017
April 19, 2018	April 9, 2018
May 3, 2018 (if funds available)	April 23, 2018 (if funds available)

Only under extraordinary circumstances, faculty proposals for small funding requests (\leq \$500) will be considered in the summer; the Dean of Curriculum and Research will consult with the incoming ARC chair and committee members, as feasible, for such requests. Such requests will be considered if they could not have been anticipated by the faculty member before the submission deadline for the final May meeting.

Richard King Mellon Summer Research Fellowships

The Academic Research Committee will consider proposals for the Richard King Mellon Summer Research Fellowship at its February meeting.

Meeting Date	Submission Deadline
February 22, 2018	February 12, 2018

Excel Scholars and Research Assistantships

The Academic Research Committee will consider proposals for Excel Scholar positions at three meetings. Requests for appointments for the full academic year or the Fall Semester will be considered at the first meeting of ARC in the Fall Semester (application deadline: Monday before Fall Semester classes begin). Requests for appointments beginning in the Winter Interim and/or Spring Semester will be considered at the November meeting (application deadline: Monday after Fall Break in October). Requests for Summer EXCEL Scholar positions will be

considered at the March meeting (application deadline: Monday before Spring Break in March). EXCEL Scholar appointments are not automatically extended into the Summer; every Summer EXCEL position will be reviewed by ARC at the March meeting.

There are no specific deadlines for submitting applications for Research Assistants; these applications can be submitted at any time.

Consideration of EXCEL applications for:	Meeting Date	Submission Deadline	In AY 2017-18
Academic Year/Fall Semester	August 31, 2017	Last Monday before Fall classes	August 21, 2017
Winterim and/or Spring Semester	November 2, 2017	Monday after Fall Break	October 16, 2017
Summer	March 29, 2018	Monday before Spring Break	March 5, 2018

National Conference for Undergraduate Research

Applications for Lafayette support to participate in the National Conference for Undergraduate Research are considered at the November meeting of ARC.

Meeting Date	Submission Deadline
November 2, 2017	October 23, 2017

All other proposals

All other proposals (“regular business”) will be considered at the next available meeting of ARC. This includes Publication/Production Grant proposals, Student Travel Grants, and Student-Initiated Research Expense applications.

Report Deadlines

Interim and final reports must be submitted annually to the Dean of Curriculum and Research. The deadlines for submitting reports to ARC awards/funded work are listed below.

Report	Report Submission Deadline
Final report: Advanced Study Grants, Research Grants	Last Monday in June of the grant year as specified in the formal award letter
Final report: RK Mellon Summer Research Fellowships	Last Monday in June of the summer in which the award concludes
Interim report (with request for extension, if applicable): Advanced Study/Research/ RK Mellon Fellowship	First Monday in June

AY 2017-18 Calendar of ARC Proposal Deadlines

Meeting Date	Submission Deadline	Notes
August 31, 2017	August 21, 2017	Academic Year/Fall Excels only
September 14, 2017	September 4, 2017	Faculty Research and Advanced Study Grants, as well as regular business
October 5, 2017	September 26, 2017	Regular business
November 2, 2017	October 16, 2017	Winter interim and Spring Excel and regular business
	October 23, 2017	NCUR funding applications
November 30, 2017	November 20, 2017	Faculty Research and Advanced Study Grants, and regular business
February 1, 2018	January 16, 2018	Regular business
February 22, 2018	February 12, 2018	Richard K. Mellon Summer Research Fellowships, as well as regular business
March 29, 2018	March 5, 2018	All Summer Excels
	March 19, 2018	Regular business
April 19, 2018	April 9, 2018	Faculty Research and Advanced Study Grants, as well as regular business
May 3, 2018	April 23, 2018	Regular business (and, if funds remain, Faculty Research and Advanced Study Grants)

II. SCOPE OF THE COLLEGE-FUNDED RESEARCH PROGRAM

The College-Funded Research Support Program for faculty was established with the purpose of assisting in the advancement of professionally significant scholarship, overseen by the Academic Research Committee and administered by the Dean of Curriculum and Research. Faculty members are especially encouraged to seek support for short-term research projects or for projects that provide preliminary research for the preparation of proposals to external agencies and foundations. Under the College-funded research program, faculty members also can apply for a summer research fellowship funded by the Mellon Foundation. In addition, faculty members can apply for an advanced study grant to undertake further training and study to advance their scholarship or funds to cover larger-than-usual publication or production costs for their scholarly work. The different forms of grant support available to faculty are described in Section III of this manual. The Academic Research Committee encourages faculty from all disciplines to apply for these grants.

New and pioneering projects are given priority over continuations of established research. This stipulation is not intended, however, to discourage applications for the later stages of a project that was supported at an earlier point. All applicants are strongly encouraged to explore thoroughly the possibilities of external grants and should indicate the progress they have made in finding such support and disseminating the results of their research as a part of any subsequent application. Individuals planning proposals for external grants should contact Mary Ellen Jackson (jacksmar@lafayette.edu), Director of Sponsored Programs, for information, support, and assistance.

Undergraduate research that is an integral part of a faculty project is supported through grants from the Academic Research Committee by way of EXCEL Scholar or Research Assistant positions. Students also can apply for grants to present research at a conference or to cover unusual costs for student-initiated research that are not covered by department/program budgets.

ARC Grants are available to faculty members on campus, to those on sabbatical leave, and to those on other types of leave. Persons on Visiting Appointments with the College may apply for an EXCEL Scholar but are not eligible for other forms of grant support. Grants will not be made to persons who are in their terminal semester at Lafayette. All proposals are submitted to the Dean of Curriculum and Research via an on-line submission process (forms are available at <http://researchsupport.lafayette.edu/>) and reviewed by the Academic Research Committee. **Applications must be received in their entirety (including supporting letters) by the submission deadline before the meeting at which they will be reviewed. Without exception, incomplete and late proposals cannot be reviewed by the Academic Research Committee and will not be funded.**

Other forms of support not covered by ARC are available to faculty members through other College initiatives. Travel to attend scholarly conferences or to present one's research results should be directed to the Dean of Curriculum and Research for funding under the College's Faculty Travel Program, using the Travel Planning and Travel Notice forms available on the Provost's website. Faculty requests to cover costs associated with curricular and pedagogical initiatives (i.e., applications for curricular and pedagogical grants) should be

directed to the Dean of Curriculum and Research. Teaching with technology proposals should be directed to the Director of Instructional Technology. Requests for instructional program costs not covered by department budgets and for proposals for faculty development (other than Advanced Study grants) should be directed to the Dean of the Faculty.

III. FORMS OF GRANT SUPPORT

A. Research Grants

The Academic Research Committee will review Research Grant proposals at the September, December, and April meetings. The deadlines for submitting materials for those meetings are given at the beginning of this manual. Research Grants may cover equipment, supplies, specialized library materials (including microfilm and database search costs), travel for research, research assistants (a separate proposal must be submitted for EXCEL Scholars), and other specialized personnel. All costs should be clearly explained and shown to be essential to conducting the research specified in the proposal.

Limitations on Research Grants are as follows:

Research undertaken in fulfillment of graduate-degree requirements will not be considered for support.

In general, existing College equipment and facilities will not be duplicated. When equipment requested duplicates what is already available, adequate reasons must be given for the purchase. Expensive or highly specialized equipment must be fully justified. Academic departments are expected to contribute to the costs of equipment requested by their faculty members.

Equipment, facilities, and materials to be used for instruction are not eligible.

Routine expenses are not eligible. For example, applicants are expected to assume usual small expenses such as local travel.

Travel allowances may include only essential transportation costs and must be consistent with College travel policies.

Rates of remuneration for research assistants or other specialized personnel must be consistent with general College rates and policies for work of a comparable nature.

Faculty awarded a research grant are required to provide a final report as described below in Section V (Administration of Grants).

B. Advanced Study Grants

The Academic Research Committee will review Advanced Study Grant proposals at the September, December, and April meetings. The deadlines for submitting materials for those meetings are given at the beginning of this manual. Advanced Study Grants are awarded to assist faculty members in developing an enhanced research expertise in their own field or a related area of advanced study. Awards may cover travel and tuition expenses for a faculty member to attend an institute, special topics conference, short course or program of summer

study (not in conjunction with work toward a degree).

Advanced Study Grants are limited as follows:

Costs must conform to College travel regulations with respect to accountability and receipts. The Committee will consider faculty stipends when they are a matching requirement of the sponsor of an institute or special program.

Normally, no more than one Advanced Study Grant will be funded each year per faculty member.

Proposals for attending short courses or workshops related to teaching or faculty development in areas other than research (e.g., teaching) are not funded by the Academic Research Committee; these should be directed to the department head and/or the Dean of the Faculty.

Proposals for attendance at professional meetings for the purposes of presenting one's research or participating in sessions where others are presenting their research are not funded by the Academic Research Committee and should be directed to the Dean of Curriculum and Research under the Faculty Travel Program.

C. Scholarship Preparation/Publication/Production Grants

The usual costs of preparing scholarly works for publication or production are considered normal faculty and departmental expenses and should be borne by the individuals or departments concerned. Secretarial support is normally provided by the department.

However, ARC grant support may be requested for unusual costs associated with the preparation of long manuscripts, illustrations, professional indexing, performance works, etc. Grants also can be requested for the publication or production of other (such as production costs for digital media, recording of performance works) scholarly works, when charges are routinely requested by a refereed journal/publisher/production company/distributor or when such charges are a condition for acceptance of a scholarly work for publication or production. These grants typically cover costs for plates, excess pages, or page charges of printed works and CD, digital, or other media production of performance works. Purchases of reprints or copies are not eligible costs.

Such funding requests can be submitted at any time although their review may be held until the next meeting when faculty requests for research/advanced study grants are being reviewed, so as to allow full budgetary consideration. Application to ARC must be made as soon as acceptance of the scholarly work is confirmed by the publisher/producer/distributor and prior to the final printing or production. Normally, grants for printed works will be limited to a maximum of \$1000 and to \$750 for on-line only works. Infrequent requests for funds in excess of these amounts may be supported if the Committee's budget allows and if adequate justification is provided. Requests for preparation/publication/production cost awards

will normally be reviewed at each meeting of ARC. For multi-authored scholarly works, ARC will only reimburse a prorated portion of the charges, up to the maximum cap indicated above. In all cases, a letter of acceptance and a receipt for payment must accompany the request for reimbursement. Only one grant can be requested per scholarly work.

Consistent with the College's policies encouraging dissemination of manuscripts, ARC will consider applications for reimbursement of open access journal publication fees. This does not include hybrid journals where there is an additional fee associated with making published articles available via open access. To be eligible the journal must be included in the Directory of Open Access Journals and have a published standard fee schedule. The reimbursement per article for such journals is limited to \$750.

Direct subsidies for preparation, publication, or production of scholarly works are not eligible. Faculty members are encouraged to seek outlets for their scholarly works that do not require subventions or charge a fee for accepting the work for publication or production.

D. Summer Research Fellowships

In 1963 the Richard King Mellon Foundation provided partial support for a Summer Research Fellowship program. This program provides \$5000 in professional development funds for tenured or tenure-track members of the faculty, to be used over a period of two fiscal years. The Richard King Mellon Research Awards are intended to promote original scholarship or other accomplishment that will result in scholarly publications, productions, or other sorts of intellectual product. They are neither intended for the research or writing of textbooks or other commissioned work for which a faculty member receives compensation, nor for the revision or improvement of courses.

These grants are to be distributed across campus, both in terms of division and in terms of rank. Faculty with significant external funding or who have professional development funds (such as "start up" funds or funds associated with named chairs) are not eligible. Holders of Richard King Mellon Research Awards will be given low funding priority when seeking additional ARC funding. A faculty member who has had a Richard King Mellon Award must wait at least one academic year before applying for another.

The Academic Research Committee will consider proposals for Richard King Mellon Awards at its February meeting. Proposals must include the faculty member's Curriculum Vitae, a description of the faculty member's project, and an itemized list of proposed expenses. (Note: Faculty stipends are not supported. Normally covered expenses do not include meals; however, if travel is necessary for the project and a rationale is provided for meal expenses, then \$75 per day up to a maximum of \$500 total for the duration of the award may be requested. External letters of support are not required for this application. All purchases and travel arrangements must conform to Lafayette College policies for such expenditures. Any expenses that deviate significantly from what was listed in the application materials must get prior approval from the Dean of Curriculum and Research. Faculty awarded a Richard King Mellon Award are required to make a final report on their project, as described below in Section V (Administration of Grants).

IV. APPLICATION PROCEDURES FOR FACULTY GRANTS

Proposals for all grant support should be submitted on application forms, copies of which are available at:

<http://researchsupport.lafayette.edu/>

The Academic Research Committee will review Research and Advanced Study Grant proposals at the September, December, and April meetings and RK Mellon Summer Research Fellowships at the February meeting. The dates for submitting materials for those meetings are given at the beginning of this manual. For *Advanced Study grants*, applications must clearly explain how the workshop/seminar/course/etc. will advance the faculty member's scholarly activity as this information will be used by committee members in evaluating the application in terms of its relevance to the faculty member's scholarship. Proposal guidelines for Research Grants and RK Mellon Summer Research Fellowship proposals are described below.

For *Research Grant and RK Mellon Summer Research Fellowship proposals*, the proposal is the only information that the members of the Committee will have on the substance of the research project, the contribution it can make, and the general quality of the proposed work. It is essential that the proposal be written so that it is comprehensible to the non-specialist and that it contain enough detail about the ideas, objectives, and methods of the project to enable the Committee to assess its quality, significance, and feasibility. **A simple statement of intent or need is insufficient evidence that a project merits support.** Both types of grants are competitive, with the Mellon Summer Research Fellowship being especially so.

Grant proposals must discuss the significance of the proposed research, its objectives, and likely outcomes. This section should discuss the nature of the problem to be examined, why it is an important one, and the contribution the applicant expects to make with the work. In addition, the proposal must describe the plan of procedure, providing a detailed explanation of the plan of work, methodology to be used, and schedule of work for the proposed research. Also included should be a description of any innovative features and pertinent literature references. Finally, grant proposals must include an itemized list of anticipated expenses with accompanying explanations. Faculty stipends are not covered by these awards. Normally, meal expenses are not covered except if travel is necessitated, in which case \$75 a day may be covered for a maximum of \$500 for the duration of the award.

Each proposal is evaluated on its own merits and within budget constraints. Criteria for awards by the Committee are:

1. Contribution the research will make to the further research capability of the applicant.
2. Contribution the research will make to the applicant's discipline.
3. Contribution the grant will make to the advancement of research at Lafayette College.

4. Potential for successful completion of the proposed work based on the plan of procedure and testimony included in letters of recommendation.
5. Potential for publication of the results.
6. Impact on the Committee budget.
7. Applicant's past performance with respect to publication of research.
8. Adherence to guidelines as described on the application form and in the Manual.
9. Other financial resources available to support the proposed project.

The Committee may, at times, feel that it does not have sufficient breadth or expertise to evaluate a proposal adequately on these criteria and may seek additional evaluations either from within the College or from outside sources.

In addition to the items requested in the application form, an endorsement by the department head or program chair is required for Research and Advanced Study grants (but not required for the RK Mellon Summer Research Fellowship or for scholarly preparation/publication/production cost proposals). By endorsing the Faculty Research Grant application, the department head or program chair is indicating that the work being proposed is promising, the approach is feasible within the existing infrastructure, and that the work merits the College's support. The department head or program chair may write a letter in cases where it is felt that a signature would provide insufficient information.

For Faculty Research Grants only, proposals that are in excess of \$4,000 must be supplemented by two letters of recommendation from off-campus experts in the field of the proposed research. These letters should provide a critical evaluation of the proposed project, methodology, and significance to the field and should be sent directly to the Dean of Curriculum and Research.

COMPLETE PROPOSALS, INCLUDING ALL SUPPORTING LETTERS (IF APPLICABLE), MUST BE RECEIVED BY THE SUBMISSION DEADLINE. WITHOUT EXCEPTION, INCOMPLETE OR LATE PROPOSALS CANNOT BE REVIEWED AND WILL NOT BE FUNDED.

V. ADMINISTRATION OF GRANTS

Grants will be administered in accordance with the most recent memorandum on this subject from the Dean of Curriculum and Research. A grantee who desires to change research objectives or the distribution of budgeted funds must request approval in writing from the Dean. Requests for major changes in the focus of the grant will be referred to the Committee for its approval.

A. Final Reports

Recipients of Research or Advanced Study grants must submit one copy of a written report to the Academic Research Committee by the last Monday in June of the grant year as specified in the formal grant award. Recipients of Summer Research Fellowships must submit a final report by the last Monday in June of the year following the grant.

The report should cover:

1. Activities during the grant period.
2. Current status of the project.
3. Future plans for the project.
4. Scholarly works resulting from or expected from the project.

The final report should contain a concise summary or abstract which will be available to all members of the College Faculty for review. In addition, no new application for a grant will be considered if a final report has not been submitted on a previous grant. A reprint of resulting publications should be forwarded to the Dean of Curriculum and Research. (This copy is separate from the copy sent for the Faculty Publication Report.)

B. Grant Period, Continuation of Grants, and Supplemental Funding

Each grant terminates automatically on June 15 of the grant year unless the award letter indicates otherwise or unless the Committee authorizes continuation for another year. Grantees with unexpended funds who desire continuation of the award must append to this final report a request for extension of the grant period and state briefly the reasons for the request. Projects not initiated within the grant period cannot be carried forward to a later period. As a general rule, supplemental funds will not be granted, but unusual cases will be considered by the Committee.

C. Termination of Grants

The Committee may recommend termination of the grant 1) at the request of the grantee; 2) if the grantee fails to conform to the conditions of the grant; or 3) if the expenditure of grant funds departs from the approved budget. No grant may continue beyond the period of appointment of the grantee by the College. Grantees who take leaves of absence not supported by

the College should file a special request for continuation of the grant with the Dean of Curriculum and Research.

D. Title of Equipment

All equipment and other nonexpendable materials purchased with grant funds remain the property of the College. Upon completion or termination of a grant project, the Committee assumes jurisdiction and may reassign, sell or otherwise dispose of such items. In most cases, the equipment will be left at the disposal of the individual and department, but it does not become departmental property without specific authorization.

E. Patents and Copyrights

Patents and copyrights arising from College-funded research are subject to the most recent policy statement. This statement is published in the *Faculty Handbook*, Appendix E.

F. Acknowledgments

Any publication arising from the supported research should carry an appropriate recognition of this support.

G. Report Deadlines

The deadlines for reporting on ARC funded work are as follows:

Report	Deadline
Faculty reports on Excel Projects (online survey)	Last Monday in January
Final reports and requests for extensions of Advanced Study Grants, Research Grants	Last Monday in June of the grant year as specified in the formal award letter
RK Mellon Summer Research Fellowships.	Last Monday in June of the summer in which the award concludes

VI. EXCEL SCHOLARS PROGRAM *“The Pursuit of Excellence”*

Lafayette's EXCEL Scholars Program enables high-performing students to assist faculty members with their scholarship. The Mission of the Excel Scholars Program is to provide assistance to faculty members in accelerating the progress of their scholarly work and to provide students with a *bona fide* research experience. We expect the EXCEL Program to encourage collaboration in learning between faculty and students. The **primary** emphasis of the student's work must, therefore, be research-oriented and **not** administrative.

Proposals to mentor EXCEL Scholars are submitted by faculty members interested in working with EXCEL Scholars. Proposals are reviewed by the Academic Research Committee. Normally, faculty members are limited to supervising one EXCEL Scholar at a time. Faculty members who mentor EXCEL Scholars receive valuable assistance in accelerating the progress of their own research efforts but do not receive a stipend.

Research projects involving EXCEL Scholars ideally should be capable of scholarly publication or provide the students with an equivalent experience. EXCEL Scholars are expected to develop and present posters based on the results of their summer work.

Student honors or independent study projects, for which students are receiving academic credit, are not appropriate for EXCEL funding. However, it is anticipated and encouraged that students will pursue honors or independent study projects resulting from their experience as EXCEL Scholars. These subsequent projects may be extensions of the research experience or may involve techniques and knowledge the student has acquired as an EXCEL Scholar.

EXCEL appointments are available to full-time students in all disciplines. Those in the Humanities and Social Sciences are particularly encouraged to seek these opportunities with faculty.

EXCEL Scholars receive an hourly stipend that varies based on their college year. They may work part-time during the academic year (8-10 hours per week) and 36.25 hours during the Summer (10 weeks) and the Interim Session (three weeks). EXCEL Scholars receive College housing in the residence halls during the period they are working in the Interim and Summer.

Participation in the EXCEL Scholars Program is an honor reserved for those students who have achieved distinction in their academic program at Lafayette. The EXCEL program requires a significant allocation of scarce financial resources. Thus the Academic Research Committee (ARC) carefully evaluates the relative merits of each application when making funding decisions. ARC uses the guidelines described below to help determine awards.

A. Application Guidelines

To be an ARC-funded EXCEL Scholar, students must meet two basic requirements: 1) they must have completed their first year at Lafayette (i.e. students are eligible to participate in

the summer following their first year); and 2) except in extraordinary circumstances and when justified by the faculty supervisor, students must have and maintain a cumulative GPA of 3.25 or higher. Each EXCEL proposal that meets these requirements is then evaluated with particular attention to the following criteria:

- 1) The scholarly merit of the proposed project.
- 2) The project's expected outcomes, which should be appropriate to the project design and the discipline, and be achievable with the student's assistance.
- 3) Research-orientation of the student's work. Just to gain a background in a given field alone is considered a weak goal for an EXCEL Project.
- 4) The expected benefit to the student.
- 5) Faculty applicant's demonstrated progress with previous EXCEL Projects (if applicable). ARC will request a brief report from EXCEL Mentors each year in January.
- 6) The overall quality, clarity, and completeness of the proposal.

Successful EXCEL applications will be ones that consider the application guidelines and these criteria when making a clear and compelling case for their project.

B. Additional Considerations

Multiple EXCEL Scholars

Faculty applying for two ARC-funded EXCEL Scholars need to make a strong case that details why their research requires two scholars and how these students, the research, and the faculty member will benefit collectively from ARC funding two EXCEL scholars, given the competitive environment for these resources. Preference will be given to pre-tenure members of the faculty when awarding multiple ARC-funded EXCEL scholars. The Academic Research Committee will not consider requests for more than two ARC-funded EXCEL Scholars.

Tenured and Pre-Tenure Prioritizations

Emeritus and Visiting Faculty members, and other members of the faculty who are not in tenure-track positions, may apply for EXCEL Scholars. However, ARC considers full-time, tenured or tenure-track members of the faculty as having higher priority for allocations of EXCEL Scholars. ARC also considers providing EXCEL Scholars to pre-tenure members of the faculty as a top priority.

EXCEL and Honors

The EXCEL Program is not a mechanism to provide wages for students working on Honors Theses. It is the faculty mentor's responsibility to ensure that the work being done by an EXCEL Scholar is distinguishable from the work that is earning the student academic credit.

C. Non-ARC Funded EXCEL Scholars

In some cases, faculty members may receive grants from funding agencies, private foundations, or donors to support their EXCEL scholars. Even with such non-ARC funding for EXCEL scholars, faculty members should submit applications for the EXCEL positions by the indicated deadlines in order for ARC to maintain accurate record-keeping and for the management of students' wages and housing. When the EXCEL scholar's wages are being paid by non-ARC funds, the GPA restriction is waived and there is no limit on the number of non-ARC funded EXCEL Scholars that can be supported by faculty members. The hourly wage rate for non-ARC funded EXCEL scholars is the same as for ARC-funded EXCEL scholars. For winter interim and summer terms, ARC will cover college housing costs for non-ARC funded EXCEL scholars as it does for ARC-funded EXCEL scholars. No winter interim or summer college housing costs for EXCEL scholars can be provided by ARC once the summer and winter interim terms have begun, **regardless of whether the scholar's wages are funded by ARC or non-ARC funds.**

Having non-ARC funded EXCEL scholars has no bearing when a faculty member applies for an ARC-funded EXCEL scholar.

D. Application Procedure

Any faculty member who is interested in working with an EXCEL Scholar should select a qualified student and submit a proposal to the Dean of Curriculum and Research. The most recent version of the application form should be used, and it can be found on-line at:

<http://researchsupport.lafayette.edu/>

Student employees are required by the Immigration Reform and Control Act of 1986 to complete a verification (Form I-9) documenting their citizenship or legal authorization to work in the United States. Students who are otherwise employed on campus at the time of application for an EXCEL assistantship must notify their supervisors of the pending application and its final disposition.

E. Deadlines

EXCEL Scholars may be requested to work for one semester only, the full academic year, the Interim only, one semester and the Interim, the full academic year and the Interim, or the summer. ARC will review applications for academic year scholars for the academic year or the fall semester at their first meeting of the academic year, which usually occurs during the first week of classes. Interim and spring semester EXCEL applications are reviewed at the November meeting. Summer EXCEL applications are reviewed at the March meeting. Applications may be submitted at other times in the academic year, there is no guarantee of support.

VII. RESEARCH ASSISTANTS PROGRAM

Whereas Lafayette's EXCEL Scholars Program is intended to be a collaborative faculty-student research experience, the Research Assistant Program allows faculty members to apply for a research assistant who can help with more routine tasks such as indexing, referencing, proof-reading, etc. Applications for a Research Assistant are submitted by a faculty member and are reviewed on an ongoing basis by the Academic Research Committee. Normally, faculty members are limited to one Research Assistant at a time and ARC cannot award a faculty member with both a Research Assistant and EXCEL scholar to work with simultaneously.

Because the Research Assistant program supports faculty requests for assistance with routine tasks on a scholarly project, the hourly wage for Research Assistants is lower than for EXCEL scholars. They may work during the academic year or the winter Interim session (up to a maximum of 100 hours per term) or during the Summer (up to a maximum of 200 hours). **Unlike EXCEL Scholars, Research Assistants DO NOT receive College housing if they are working in the winter Interim and Summer.** ARC evaluates the relative merits of each Research Assistant application when making funding decisions by using the guidelines described below to help determine awards.

A. Application Guidelines

The most important criterion is the student's ability to assist the faculty member with his or her research agenda. Research Assistant proposals are evaluated with particular attention to the following criteria:

- 1) The scholarly merit of the proposed project.
- 2) The project's expected outcomes, which should be appropriate to the project design and the discipline.
- 3) A clear and compelling case by the faculty member for why a Research Assistant is necessary to complete the proposed research.
- 4) The overall quality, clarity, and completeness of the proposal.

Successful Research Assistant applications will be ones that consider these guidelines when making a case for their project.

B. Additional Considerations

In instances where difficult decisions need to be made, other factors that ARC may consider include the student's cumulative grade point average and the number of hours of assistance being requested. All applications are required to provide an estimate on the number of hours the project will require because there is a cap on the total number of hours that will be awarded each year, and ARC works to provide support broadly.

Emeritus and Visiting Faculty members, and other members of the faculty who are not in tenure-track positions, may apply for a Research Assistant. However, ARC considers full-time,

tenured or tenure-track members of the faculty as having higher priority for allocations of Research Assistants. ARC also considers providing Research Assistants to pre-tenure members of the faculty as a top priority.

C. Application Procedure

Any faculty member who is interested in a Research Assistant should submit a proposal to the Dean of Curriculum and Research. The most recent version of the application form should be used, and it can be found on-line at:

<http://researchsupport.lafayette.edu/>

Student employees are required by the Immigration Reform and Control Act of 1986 to complete a verification (Form I-9) documenting their citizenship or legal authorization to work in the United States.

Students who are employed on campus at the time of application for a Research Assistantship must notify their supervisors of the pending application and its final disposition.

VIII. STUDENT EXPENSE GRANTS

As part of Lafayette's desire to support self-directed learning through student research, the College makes funding available through the Academic Research Committee to assist students who are conducting original research and the formal presentation of research results at professional conferences. A fund is available to help support expenses incurred by students engaged in independent research that are beyond the scope of normal departmental support. A second fund, also administered by the Academic Research Committee, is available to support student travel to professional meetings (other than NCUR) to present the results of their research.

A. Student-Initiated Research Expense Grant

This program is intended to support student-initiated research (i.e., thesis and independent studies) rather than faculty research projects that involve student assistants (i.e., EXCEL). Its purpose is to help cover expenses that typically cannot be covered by the departmental budget. It is also intended for unusual projects for which expenses cannot be anticipated in annual departmental budgets. The maximum amount of this award is normally \$500.

Students may submit proposals for expenses that may include, but not be limited to: travel to libraries or archives to obtain original source material, small pieces of equipment not available from the department, or specialty supplies. Travel to international destinations by students will not be funded although, in rare cases, local travel for a research project when a student is studying abroad may be supported. Routine research expense for honors and independent studies (e.g., copying, printing, available lab supplies and equipment) remain the responsibility of the department.

Proposals are submitted using the forms found on-line at:

<http://researchsupport.lafayette.edu/>

Proposals must include a letter of support from the faculty mentor. **Absence of a letter of support from the faculty mentor will result in the application being considered incomplete.** Incomplete applications cannot be reviewed by ARC and will not be funded.

B. Student Conference Travel Grant

Students who have undertaken original research are eligible to apply for travel support to present their work at professional meetings (other than NCUR, which has its own separate application process and for which proposals are normally reviewed at ARC's October meeting).

Requests for support of up to \$600 to present work at other professional meetings are reviewed at each meeting of ARC. Normally, departments are expected to pay the costs of student conference registration and meals (at a rate of up to \$15 per meal) for those not covered by the hotel or meeting registration. Applications for a Student Conference Travel Grant must be reviewed by ARC **PRIOR** to the student undertaking conference travel. These grants are

competitive and funds limited; students may not assume that conference travel will automatically be supported. **Travel arrangements made prior to receiving an award notice from ARC should not be made with the assumption that the Student Conference Travel Grant will be awarded.**

It is possible for a student to receive support to present at two conferences, including NCUR, in a single academic year. Requests for a second trip can only be honored if funds are available and there is a particularly strong case for giving multiple presentations. The Academic Research Committee will not approve support for three presentations, including NCUR, in a single academic year.

In rare cases, when acceptance for a conference presentation occurs in the summer and/or the conference will be held prior to the first meeting of the Academic Research Committee, the Dean of Curriculum and Research and incoming ARC Chair may review the application prior to the start of the Fall semester. Even in these cases, a formal application and all supporting documentation must be submitted using the on-line forms.

Proposals are submitted using the forms found on-line at:

<http://researchsupport.lafayette.edu/>

The proposal must include a letter of support by the faculty mentor that identifies the importance of the proposed conference and the nature of the research experience. Absence of a letter of support from the faculty mentor will result in the application being considered incomplete. Incomplete applications cannot be reviewed by ARC and will not be funded.

In certain circumstances there may be alternate sources of funding available to support students who are presenting their work. Contact the Dean of Curriculum and Research for information about these possibilities.

IX. RESEARCH INVOLVING ANIMALS

Lafayette College and its Faculty are committed to ensuring the humane treatment of animals in research and adherence to applicable federal and state guidelines for their care and use. It is the responsibility of the College's Institutional Animal Care and Use Committee (IACUC) to review all proposed research protocols involving the use of animals and to regularly inspect animal facilities.

The IACUC must review all proposed research involving animals (defined as vertebrate animals) regardless of source of funding (internal, external or unfunded), prior to the initiation of the research. The IACUC may withhold approval for the use of animals that, in its opinion, is in violation of the law. Proposals to be submitted to outside agencies must be reviewed prior to submission of the proposal.

The Committee will accept proposals at any time and review them at least monthly. More information about the IACUC review procedures and the IACUC Review application form are available at the following website: <http://iacuc.lafayette.edu/>.

X. RESEARCH INVOLVING HUMAN PARTICIPANTS

Lafayette College and its Faculty have an obligation to protect the welfare of human participants in research. The Institutional Review Board (IRB) is charged with reviewing research that involves the use of human participants. Proposals for research involving human participants in disciplines where there is no code of ethics must be reviewed by the IRB prior to the research taking place. Proposals in departments that have one or more disciplinary codes of ethics must be reviewed either through the approved departmental process or the IRB.

The IRB will accept proposals at any time during the academic year and act on them at least monthly. Faculty or students who will need to begin their data collection during the summer or early in the fall should make sure that their proposals are reviewed by the IRB before the end of the preceding spring semester. Only under exceptional circumstances will proposals be reviewed during the summer. More information about the IRB review procedures and the IRB Review application form are available at the following website: <http://irb.lafayette.edu/>.