

**LAFAYETTE COLLEGE**

**Research Support Policy and Procedures Manual**

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## ***TYPES OF SUPPORT AND GENERAL APPLICATION DEADLINES***

The complete list of deadlines for research support applications can be found on the web at <http://researchsupport.lafayette.edu/>.

### **Faculty Research Grants and Advanced Study Grants**

The Faculty Affairs and Resources (FAR) Committee will review proposals for *Faculty Research Grants* and *Advanced Study Grants* in October, November, and February, and contingent on the availability of residual funds, also in April. A portion of the annual research budget will be designated for these October, November, and February meetings with un-awarded funds carried forward to the next applicable meeting. Any residual funds, if available, may be used to fund competitive applications that are submitted for review at the April 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 early where possible. The meeting dates and the deadlines for submitting materials for these specific forms of support can be found on the website.

Only under extraordinary circumstances, faculty proposals for small funding requests ( $\leq \$1000$ ) will be considered in the summer; the *ex officio* member will consult with the outgoing Committee chair and committee members, as deemed necessary, for such requests. Such requests only will be considered if they could not have been anticipated by the faculty member before the submission deadline for the final April meeting.

### **Faculty Research Fellowships**

Proposals for the *Richard King Mellon Research Fellowship* and the *Walter A. '59 and Catherine R. Awards Scott Award* will be reviewed in February.

### **Student Research Scholars and Assistantships**

Applications for student research scholars will be reviewed four times in the academic year - at the beginning of the semester, the end of the fall semester, at the beginning of the spring semester, and near the end of the spring semester. Deadlines for each review period will occur prior to the Committee meeting (August, November, January, and March). Submissions will be reviewed in August for academic year or fall semester only appointments, in November for winter interim appointments, in January for spring semester only appointments, and in March for summer appointments. An application must be submitted for each session regardless of current student researcher status with the only exception being an academic year appointment where no spring semester submission is required. **Winter interim and summer appointments are not part of an academic year approval.**

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

There are no specific deadlines for submitting applications for externally-funded Excel scholars, unless the student scholar requires housing during winter interim or summer, in which case they should be provided by the appropriate deadline. Applications for externally-funded Excel scholars during the academic year, or that don't require housing, may be submitted at any time, though it is helpful if these are provided before or near the application deadlines when possible.

**National Conference for Undergraduate Research**

Typically, applications for Lafayette support to participate in the National Conference for Undergraduate Research are considered in November. NCUR applications are reviewed separately from regular student conference travel.

**All other proposals**

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

**Report Deadlines**

Interim and final reports of faculty support grants must be submitted annually to the *ex officio* member of the Committee. The deadlines for submitting reports 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 Research Fellowships & Scott Awards	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/Scott Awards	First Monday in June

## ***I. 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 Faculty Affairs and Resources Committee and administered by the Provost's Office. Tenure-stream 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 through *Faculty Research Grants*. Under the College-funded research program, tenure-stream faculty members also can apply for two-year research fellowships funded by the Mellon Foundation and Walter A. '59 and Catherine R. Scott. In addition, tenure-stream faculty members can apply for an *Advanced Study Grant* to undertake further training and study to advance their scholarship. Visiting faculty and tenure-stream faculty may apply for funds to cover larger-than-usual preparation, publication or production costs for their scholarly work through *Preparation/Publication/Production (PPP)* grants. The different forms of grant support available to faculty are described in Section III of this manual. Faculty from all disciplines are encouraged to apply for these grants. Further, the Committee encourages awardees to share the outcomes of their funded projects with campus audiences (e.g., through discussions and presentations).

Applications for new scholarly projects are given funding priority over applications for continuing established research. 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](mailto: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 Research Scholar or Research Assistant positions. Students also can apply for grants to present their research at a conference or to supplement significant costs for student-initiated research (e.g., honors thesis work) that are beyond normal support from department/program budgets.

Grants are available to tenure-stream 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 Research Scholars and *Preparation/Publication/Production (PPP)* grants, 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 Provost's Office *via* an on-line submission process (links are available at <http://researchsupport.lafayette.edu/>) and reviewed by the Faculty Affairs and Resources 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 Committee and will not be funded.** Other forms of support 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 Provost's Office 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 also be directed to the Provost's Office. Similarly, 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 Provost's Office. Teaching with technology proposals should be directed to the Director of Instructional Technology. These additional forms of support for faculty are not reviewed by the Faculty Affairs and Resources Committee.

#### FORMS OF GRANT SUPPORT

##### ***A. Faculty Research Grants***

**Faculty Research Grant proposals are reviewed in October, November, and February.** The deadlines for submitting materials for those meetings are provided on the research support website. *Faculty Research Grants* may cover equipment, supplies, specialized library materials (including microfilm and database search costs), travel for research, and specialized personnel (a separate proposal must be submitted for Research Scholars). All costs should be clearly explained and shown to be essential to conducting the research specified in the proposal.

Limitations on Faculty Research Grants are as follows:

- Available to tenure-stream faculty members only. 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 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***

**Advanced Study Grant proposals are reviewed in October, November, and February.** The deadlines for submitting materials for those meetings are provided on the research support website. *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:

- Available to tenure-stream faculty members only.
- 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 are not eligible for *Advanced Study Grants*; these should be directed to the department head and/or the Provost's Office.
- 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 eligible.

### ***C. Scholarship Preparation/Publication/Production (PPP) 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. *PPP Grants* are available for visiting and tenure-stream faculty.

However, additional 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 scholarly works (such as production costs for digital media, recording of performance works), when charges are routinely requested by a refereed journal/publisher/production company/distributor. This also applies to costs associated with open-access journals 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. Only one PPP grant can be requested per scholarly work.

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. **Applications 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 online only works. Special requests for funds in excess of these amounts may be supported if the Committee's budget allows and if significant justification is provided. For multi-authored scholarly works, only a prorated portion of the charges, up to the maximum cap indicated above, will be covered. In all cases, a letter of acceptance and a receipt for payment must accompany the request for reimbursement.

Consistent with the College's policies encouraging dissemination of manuscripts, applications for reimbursement of open access journal publication fees are accepted. 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. Faculty Research Fellowships***

##### ***D1. Richard King Mellon Research Fellowships***

In 1963, the Richard King Mellon Foundation provided partial support for Lafayette's Richard King Mellon 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 Fellowships are intended to promote original scholarship or creative production that will result in scholarly



publications, productions, or other sorts of intellectual product. They are intended neither for the research nor writing of textbooks or other commissioned work for which a faculty member receives compensation, nor for the revision or improvement of courses. These research fellowships are to be distributed across campus, both in terms of division and in terms of rank, to the extent allowed by the applicant pool.

### ***D2. Walter A. '59 and Catherine R. Scott Research Fellowships***

In 2018, Walter A. '59 and Catherine R. Scott provided support for the Walter A. '59 and Catherine R. Scott Research Fellowship program, designed to promote faculty scholarship, particularly for early-career faculty. This program provides \$5000 in professional development funds to be used over a period of two fiscal years. It is expected that recipients of these research fellowships will normally be pre-tenured tenure-track faculty. The Walter A. '59 and Catherine R. Scott Research Fellowships also are to support original scholarly activity and creative production. They are not meant for teaching-related activities (such as textbook writing, course improvement, teaching professional development, etc.) or commissioned activities for which a faculty member receives external compensation.

### ***D3. Proposal Procedures for Mellon and Scott Fellowships***

**Richard King Mellon Awards and Walter A. '59 and Catherine R. Scott Research Fellowships are reviewed at the 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 or salaries 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 these applications. All purchases and travel arrangements must conform to Lafayette College policies for such expenditures. Any expenses that deviate significantly from the approved budget must get prior approval from the Provost's Office. Faculty awarded either of these research fellowships are required to make a final report on their project, as described below in Section V (Administration of Grants).

**Faculty who have professional development funds (such as "start-up" funds or funds associated with named chairs) are not eligible for these fellowships, although they may apply for the fellowship if these other available funds are expected to be exhausted before the fellowship begins. If these other funds are not exhausted at the time of application, the faculty member should describe how these will be used prior to the funding of the proposed work.** Faculty with significant external funding are eligible to apply for these fellowships; however, they should provide a compelling explanation as to why their proposed project cannot be supported by their external funds.

Holders of the Mellon and Scott research fellowships will be given low funding priority when seeking additional support during the research fellowship periods. A faculty member who has had either of these research fellowships **must wait at least one academic year after the completion of the fellowship period** before applying for another fellowship.

## **II. APPLICATION PROCEDURES FOR FACULTY GRANTS**

Proposals for all grant support should be submitted via online application forms at <http://researchsupport.lafayette.edu/>. Due dates for applications are also available on the website

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.

For *Faculty Research Grant* and *Research Fellowship* proposals (including the *Richard King Mellon Research Fellowships* and *Scott Awards*), 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.** Faculty Research Grants and Research Fellowships are competitive so clear and compelling proposals are essential.

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 and salaries are not covered by these awards. Normally, meal expenses are not covered. If travel is necessitated, \$75 a day for meal expenses 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, where relevant).
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 Research 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 only for the Faculty Research Grant and Advanced Study applications; such endorsement is not required for the Richard King Mellon Research Fellowship, Walter A. '59 and Catherine R. Scott Research Fellowship, or for PPP proposals. By endorsing the Faculty Research Grant or Advanced Study 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 Provost's Office.

***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.***

### ***III. ADMINISTRATION OF GRANTS***

Grants will be administered in accordance with the most recent memorandum on this subject from the Provost's Office. A grantee who desires to change research objectives or the distribution of budgeted funds must request approval in writing. 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 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 Provost's Office. (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 Provost's Office.

### ***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 report deadlines can be found on page 4 of this Manual.

#### ***IV. RESEARCH SCHOLARS PROGRAM***

Research projects involving Research Scholars ideally should be capable of scholarly publication or provide the students with an equivalent experience. Research 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 Research Scholar funding. However, it is anticipated and encouraged that students will pursue honors or independent study projects resulting from their experience as Research Scholars. These subsequent projects may be extensions of the research experience or may involve techniques and knowledge the student has acquired.

Research Scholar 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. Research Scholars receive an hourly stipend that varies based on their college year. They may work part-time during the academic year (no more than 10 hours per week) and 36.25 hours during the Summer (10 weeks) and the Interim Session (3 weeks). Scholars receive College housing in the residence halls during the period they are working in the Interim and Summer.

##### ***A. The Excel Scholars Program***

Lafayette's Excel Scholars Program enables highly-qualified 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. The review of proposals is overseen by the Faculty Affairs and Resources Committee. Faculty members who mentor Excel Scholars receive valuable assistance in accelerating the progress of their own research efforts but do not receive a stipend.

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 review committee carefully evaluates the relative merits of each application when making funding decisions. Reviewers use the guidelines described below to help determine awards.



## ***B. Application Guidelines***

To be an internally-funded (Excel) Research 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 3.00 or higher. Each 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.
- 4) The expected benefit to the student.
- 5) Faculty applicant's demonstrated progress with previous Research Scholars (if applicable).
- 6) The overall quality, clarity, and completeness of the proposal.

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

## ***C. Additional Considerations***

### Multiple Research Scholars

Faculty will be approved to work with one internally-funded Excel Research Scholar at a time unless otherwise stated by the Committee. Faculty who feel that two Excel Research Scholars are needed due to research design or to maintain the safety of the student scholars, must provide significantly compelling evidence as to why the project **requires** two scholars and how these students, the research, and the faculty member will benefit collectively from two scholars. Such proposals may be considered by the Committee but are extremely rare.

### 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 Research Scholars. However, FAR considers full-time, tenured or tenure-track members of the faculty as having higher priority for allocations of scholars. The Committee considers support of pre-tenure, tenure-track members of the faculty as a top priority.

## Research Scholars and Honors

The Research Scholar 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 a Research Scholar is distinguishable from the work that is earning the student academic credit.

### ***D. Extramural Funded Research Scholars***

In some cases, faculty members, departments, or programs may receive grants from external funding agencies, private foundations, or donors to support Research Scholars. Faculty members should submit applications for the Research Scholar positions (by the indicated deadlines when possible) in order to maintain accurate record-keeping and for the management of students' wages and housing. When the scholar's wages are being paid by extramural funds, the GPA restriction is waived and there is no limit on the number of extramural-funded Research Scholars that can be supported by faculty members. The hourly wage rate for extramural-funded scholars is the same as for internally-funded (Excel) scholars. For winter interim and summer terms, the Committee will cover college housing costs for extramural-funded scholars as it does for internally-funded ones when the student spends significant time on campus to perform the research. Requests for student housing must be made before the winter interim or summer session begins; college housing costs for scholars cannot be requested after the winter interim or summer term has begun, **whether that scholar's wages are paid by internal or extramural funds.**

Having extramural-funded scholars has no bearing when a faculty member applies for an internally-funded Excel Research Scholar.

### ***E. Application Procedure***

Any faculty member who is interested in working with a Research Scholar should select a qualified student and submit a proposal *via* the online form by the appropriate deadline.

Student employees are required by the Immigration Reform and Control Act of 1986 to complete a verification form (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 a research assistantship must notify their supervisors of the pending application and its final disposition.

### ***F. Deadlines***

Research scholars can be requested for any duration (e.g., one semester, one semester plus winter interim, both academic semesters, and/or the summer); however, separate applications are required for terms that include housing (i.e., winter interim and summer). Applications for scholars are reviewed prior to the beginning of the requested session. See the webpage for specific deadlines.

## ***V. RESEARCH ASSISTANTS PROGRAM***

Whereas Lafayette's Excel Scholars Program is intended to be a collaborative faculty-student research experience, the Research Assistant (RA) Program allows faculty members to apply for a student assistant who can help with more routine tasks such as indexing, referencing, proofreading, etc. Applications for an RA are submitted by a faculty member and are reviewed on an ongoing basis by the Faculty Affairs and Resources Committee. Normally, faculty members are limited to one Research Assistant or Research Scholar at a time.

Because the Research Assistant program supports faculty requests for assistance with routine tasks on a scholarly project, the hourly wage for RAs is lower than for Research Scholars. During the academic year, RAs are permitted to work no more than 10 hours per week with a maximum of 100 hours per semester. During the summer, RAs are permitted to work no more than 36.25 hours per week with a maximum of 200 hours for the duration. During winter interim, they are permitted to work no more than 36.25 hours per week with a maximum of 90 hours. **Unlike Research Scholars, Research Assistants DO NOT receive College housing if they are working in the winter interim or summer.** Applications are evaluated based on the relative merits of each proposed RA position when making funding decisions using the guidelines described below.

### ***A. Application Guidelines***

The most important criterion is the student's ability to assist the faculty member with their 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 FAR may consider

include the student's cumulative GPA 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.

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, the Committee considers full-time, tenured or tenure-track members of the faculty as having higher priority for allocations of Research Assistants. Providing Research Assistants to pre-tenure, tenure-track members of the faculty is a top priority.

### ***C. Application Procedure***

Any faculty member who is interested in a Research Assistant should submit a proposal to the Provost's Office. 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 (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.

## ***VI. STUDENT EXPENSE GRANTS***

As part of Lafayette's desire to support self-directed learning through student research, the College makes funding available 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 is available to support student travel to professional meetings (other than NCUR) to present the results of their research. Normally, applications from students requesting support from these funds is reviewed by the Faculty Affairs and Resources Committee. Proposals are submitted on-line at <http://researchsupport.lafayette.edu/>.

### ***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., Research Scholars and Research Assistants). 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 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 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). Applications for Student Conference Travel Grants are reviewed on a rolling basis.

Students may request support up to \$600 per presentation. The Committee will support one student per presentation where multiple authors are included. 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 meals not covered by the hotel or meeting registration. Applications for a Student Conference Travel Grant must be reviewed by the Committee **PRIOR** to the student undertaking conference travel. These grants are competitive and funds are limited; students may not assume that conference travel will automatically be supported. **Travel arrangements made prior to receiving an award notice should not be made with the assumption that the Student Conference Travel Grant will be awarded.** The committee will also consider past support in its decision making.

Normally, the Committee supports one student per presentation. 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 be honored only if funds are available and there is a particularly strong case for giving multiple presentations. The 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 Committee, the Provost's Office and the incoming and/or outgoing Committee 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. Support is for current Lafayette students only. Students who have graduated in May are unable to request funds for travel in the subsequent summer.

Applications 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 and will not be funded. Students may present work carried out at another institution. These applications must have a Lafayette faculty letter of support.

In certain circumstances there may be alternate sources of funding available to support students who are presenting their work. Contact the Provost's Office for information about these possibilities.

## ***VII. 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/>.

## ***VIII. 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. The U.S. Department of Health and Human Services requires all colleges and universities to have IRBs in order to protect human participants involved in research. It is the responsibility of those IRBs to ensure that investigators comply with the relevant federal regulations and ethical guidelines set forth by the Office for Human Research Protections (OHRP).

The IRB reviews all research involving human participants conducted by Lafayette College faculty, students, and staff, as well as research by outside investigators involving Lafayette students or personnel. Any member of the Lafayette community—including faculty, staff, or students—who conducts research involving human participants must receive approval before any data collection or interaction with potential research subjects begins.

Lafayette IRB conducts reviews of research proposals that qualify for Exempt or Expedited Review on a rolling basis. The length of review time depends on the type of review and whether the proposal is submitted during the school year or over the summer. In all cases, the proposal should be submitted at least 30 days before data collection is scheduled to begin or a grant submission is due. Proposals that require Full Review are discussed once a month at our scheduled meetings. The IRB Meeting Dates and Proposal Submission Deadlines and additional information about types of review and how to submit an IRB proposal can be found on the IRB website: <https://irb.lafayette.edu/>.