Faculty-Student Summer Research Proposal

This form is to be completed by the faculty member submitting the proposal.

Applications are due **February 5, 2024**

APPLICATION COVER PAGE

Faculty Member Information

(1) Name: _____   Department: _____

Student(s) Information

(1) Student: _____   Anticipated Grad Date: _____ Month/Year

Eligible for work study   Yes ☐   No ☐   Current GPA: _____

(2) Student: _____   Anticipated Grad Date: _____ Month/Year

Eligible for work study   Yes ☐   No ☐   Current GPA: _____

(3) Student: _____   Anticipated Grad Date: _____ Month/Year

Eligible for work study   Yes ☐   No ☐   Current GPA: _____

Title of Project:

[   ]

1. Have you previously received a summer Faculty-Student research award?   Yes ☐   No ☐
   *If yes, you **MUST** provide a copy of the report for your most recent award Grant.*
2. Are any other departmental or college sources of funding available for this project?   Yes ☐   No ☐
3. Will this grant involve student travel outside of Walla Walla? *If yes, please see the Travel Notes below.*   Yes ☐   No ☐
4. Does this grant include human participant subjects?   Yes ☐   No ☐
   If yes, have you presented this to the Institutional Review Board for approval?   Yes ☐   No ☐
5. Is the student on an academic visa (F-1 or J-1)   Yes ☐   No ☐
6. Will the student will complete the project remotely?   Yes   No
   If Yes, please indicate the location:

Required documents:

1. Application cover page and budget justification
2. A two- page proposal and an abstract
3. A timeline of the work
4. Student statement
5. Student unofficial transcript
6. Previous summer research award report, if applicable

Budget Justification

Project length	Short-Term ☐ (4-5 weeks, 150-200 hours @16.00/hour)	Medium-Term ☐ (6-7 weeks, 240-280 hours @16.00/hour)	Full-summer ☐ (8-10 weeks, 320-360 hours @16.00/hour)
Faculty Stipend	$1000 ☐	$2000 ☐	$3000 ☐
Student compensation (**Per Student**, please indicate the amount)	$	$	$
Total Student Compensation	$		
Please include a justification and timeline in your proposal narrative			
*Travel	$	Itemization and Justification (Maximum mileage reimbursement $500/student):	
**Supplies/Services	$	Itemization and Justification:	
Total Funding Requested:	$	(Faculty stipend, plus total of the student compensation, plus travel and supplies/services)	

International travel notes:

Cell Phone: *Whitman College **requires** the faculty-trip leader to have a cell phone with international capability with them on the trip. If the faculty trip leader's US cell phone does not have international capabilities, they will need to include the cost for an international cell phone in their budget.*

Travel Insurance: *Whitman College **requires** that student participants (and highly recommends faculty-trip leaders) purchase iNext supplemental premium Travel Insurance to augment coverage they have through Whitman. Trip leaders should either figure the cost ($52-85 per card) into the budget for the trip or inform the students that they will need to pay for the iNext travel insurance.*

Car Rental: *The College's auto insurer has asked the faculty and staff to purchase the local in-country auto insurance offered by the car rental company overseas. This will prevent legal issues when accidents occur abroad. You may consult a travel agent to get an estimated cost of the insurance.*

*****Any supplies purchased for use in this research will remain the property of Whitman College.***

Specific Instructions for Budget Categories:

Student Compensation and Timeline: Students are paid by the hours they submit via web timesheet between May 9 to September 8. Students may not work more than 40 hours in a single week or for longer than 10 weeks. Temporary remote work for students during the summer is permitted but the remote work cannot continue on into a semester. Any remote work outside the United States is NOT permitted due to tax and legal reasons.

In your timeline, clearly indicate how you arrive at the Project Category Level selected on the cover sheet by listing the number of weeks and the approximate hours each week. If you are applying for more than one student, it is possible to have a different timeline and project duration for each student. Be sure to clearly explain this in your narrative and timeline. Please note: faculty members should discuss timelines carefully with students and advise them that if they plan to work for multiple positions on campus during the summer, the maximum hours cannot exceed 40 hours a week, for all Whitman positions combined.

Projects may not begin prior to May 9 and must be completed by September 8.

Faculty Stipend: This stipend recognizes the teaching and mentoring that faculty provide during the summer when they do not have teaching duties. However, faculty with external funding that provides summer salary for their project (e.g. NSF, NIH) may not ask for this stipend. Faculty receive the same stipend regardless of whether they are working with multiple students although a faculty member working on a short- or medium-term project with multiple students can offer a rationale for the maximum stipend.

Travel: Faculty need to ensure the safety of students during travel and should address any concerns in their application. For example, travel to a remote region should involve at least two students (or an additional faculty member) in case of a medical emergency. (Please note that driving and flying hours are reportable working time for students).

Faculty should pay for their own travel with their PDA/ASID funds (The ASID application can be submitted with this application) and only complete this category to request funds for students. Note that the expenses requested must be travel that is necessary in order to complete the research. Please itemize (e.g., cost of plane ticket, car rental, lodging.) Maximum allowance for lodging is $2000 and food allowance is $75/person/day with maximum of $375/person.

There are separate funds available from the Provost's Office for students to present research. Please check the website https://www.whitman.edu/provost/faculty-development-and-support/faculty-and-student-research on how to apply for the funding.

Supplies/Services: Only request funds for supplies that are necessary to the project and cannot be covered by other research or departmental funds, and include a justification including itemizations. Examples of supplies or services include photocopying, books, lab supplies, fees for student access to lab facilities, or equipment rental. Typically no more than $1,000 may be allotted to supplies/services.