Dickinson Grant Policies

**Policy/Procedure**

**Dean’s Faculty Conference Fund**

Each year, funds are set aside for every full-time faculty member to use to help defray the cost of travel to and attendance at professional meetings in your discipline. You may also save your funds for up to three years, but unexpended funds older than three years are returned to the College's general fund.

If you are presenting a paper at a professional conference you should apply to R&D for conference travel support at [http://www.dickinson.edu/departments/rdc/travel.html](http://www.dickinson.edu/departments/rdc/travel.html).

**Expenses which may be submitted for reimbursement**

- Round-trip transportation to the conference site, including associated expenses, such as mileage to and from the airport, tolls en route, parking, airport-to-hotel limo. Car mileage is figured at the College's standard rate (48.5 cents/mile).
- Conference registration, but not membership fees.
- Expenses for lodging and meals, up to the limit of your funds. Lodging is not covered for conferences less than 75 miles from your home.

Faculty should use the form found at [www.dickinson.edu/departments/finops/travelinformation.html](http://www.dickinson.edu/departments/finops/travelinformation.html) for submitting expenses and receipts to Marie Baker in Provost Weissman's office.

**Travel – Faculty**

The College provides funding for faculty and students to attend professional conferences to present scholarly and/or creative work. The goal of these grants is to assist in meeting the cost of participation at a conference. It is not necessarily the expectation that the grants will cover all expenses. The Research and Development Committee looks for:

- **Scholarly/creative merit:** originality, timeliness, quality and completeness of proposed research.
- **Visibility:** maximum scholarly audience at peer-reviewed professional conference.
- **Proportionality:** balance between the cost of travel and the scope and importance of the conference.

Faculty are strongly encouraged to apply for external (non-Dickinson) funding for all R&D projects. More information can be found at [http://www.dickinson.edu/internal/departments/cfr/](http://www.dickinson.edu/internal/departments/cfr/).

R&D supports the presentation of papers at professional conferences or comparable formal presentations of creative work. Please note that service only as panel chair, moderator, or similar
non-presenting roles is not eligible for funding. In cases where a discussant prepares written materials in advance, funding may be considered on a case-by-case basis. Participation in other active scholarly roles will be considered on a case-by-case basis. Travel funds in the amount of $1,900 are available to be used for either domestic or foreign travel. Both domestic and foreign funds may be combined with any basic ("1%") funds the faculty member has available.

Requests for multiple presentations of the same paper or multiple authors presenting at the same conference will be supported only if funding is available at the time of the request.

Whether one uses basic or supplemental funds, the College will fund only the following expenses:

- Round-trip transportation to the conference site, including associated expenses, such as mileage to and from the airport, tolls en route, parking, airport-to-hotel limo. Car mileage is figured at the College's standard rate and may be used for your personal vehicle only.
- Conference registration (not including membership fees)
- Per-diem expenses (lodging and meals): up to $150/day for no more than six days may be funded through an R&D grant. (Per diem overages can be charged to the faculty member’s available Dean's Faculty Conference Fund (formerly known as 1% Fund) monies. Lodging is not covered for conferences less than 75 miles from the faculty member’s home.

**Special application instructions for just this program:**

- Application Form. Complete the “Application for R&D Support to Travel and Present a Paper at a Conference” (available online at www.dickinson.edu/departments/rdc/application_forms.html). For planning purposes, the R&D committee prefers that faculty apply in advance of their trips. (If a faculty member applies upon return from a trip and submits receipts for reimbursement, she must also follow the reporting requirements below.)
- Documentation. A faculty member must attach documentation of the presentation, e.g. a copy of the program and letter of invitation. Students must provide the Committee with an abstract or copy of the paper which has been submitted and approved for presentation by the organizers or program committee of the specific conference to be attended.
- Curriculum Vitae. For travel to a conference, the inclusion of a C.V. is not required.

**Special reporting requirements for just this program:**

After the trip, faculty should submit to Associate Provost Christina Van Buskirk:

- a copy of the paper or equivalent documentation of the presentation
- an R&D Detail Worksheet/Expense Form completed and submitted ELECTRONICALLY to randd@dickinson.edu with ORIGINAL receipts sent in campus mail or delivered to the office of AP Van Buskirk, Old West, 2nd Floor, Room 17. (see Reporting Requirements at www.dickinson.edu/departments/rdc/report.html)

Exchange rates can be found at http://x-rates.com/. Faculty should also read the Updated Financial Operations Travel Guidelines, available online at www.dickinson.edu/departments/rdc/report.html.
Travel – Student

Kenderdine Student Travel Fund

The College provides funding for students to attend professional conferences to present scholarly and/or creative work resulting from a collaborative student/faculty research project. A maximum of $500 per student is available for the presentation of the results of projects meeting the criteria for collaborative student/faculty research.

Information about additional funding for student travel and research can be found on the Community Studies website at http://alpha.dickinson.edu/departments/commstud/.

The Research and Development Committee will consider the following:

- **Work must be the result of a collaborative student/faculty research project.**
- **Scholarly/creative merit:** originality, timeliness, quality and completeness of proposed research.
- **Visibility:** maximum scholarly audience at peer-reviewed professional conference.
- **Proportionality:** balance between the cost of travel and the scope and importance of the conference.

Please note that the application must be clearly written in a style that is comprehensible to a group of colleagues who are not likely to be specialists in the field.

Limited funding is available for students for exemplary projects. Student members of student-faculty research teams may apply for funding to travel to conferences where the results of research are presented. Student grants are for amounts up to $500 for expenses for which the student will file original receipts. (Faculty members should remember that students are paid only for expenses for which the student has a receipt. Each individual must keep receipts separately and file individual expense reports within 30 days of the conference.) Faculty members who are co-presenting should also complete an “Application for R&D Support to Travel and Present a Paper at a Conference” (available online at www.dickinson.edu/departments/rdc/application_forms.html).

The College will fund only the following expenses:

- Round-trip transportation to the conference site, including associated expenses, such as mileage to and from the airport, tolls en route, parking, airport-to-hotel limo. Car mileage is figured at the College's standard rate.
- Conference registration (not including membership fees)
- Per-diem expenses (lodging and meals): up to $150/day for no more than six days may be funded through an R&D grant. Lodging is not covered for conferences less than 75 miles from the student’s home. Students are encouraged to share lodging and travel costs whenever possible.

**Special application instructions for just this program:**

- **Application Form.** Complete the “Application for R&D Support to Travel and Present a...
Faculty Responsibilities, Resources, and Policies: Professional Development:  
Dickinson Grant Policies

Paper at a Conference” (available online at www.dickinson.edu/departments/rdc/application_forms.html). For planning purposes, the R&D committee prefers that faculty apply in advance of their trips. (If a faculty member applies upon return from a trip and submits receipts for reimbursement, she must also follow the reporting requirements below.)

- **Documentation.** Students must attach documentation of the presentation, e.g. a copy of the program or letter of invitation. Students must provide the Committee with an abstract or copy of the paper which has been submitted and approved for presentation by the organizers or program committee of the specific conference to be attended.

**Special reporting requirements for just this program:**

After the trip, the student must submit to Associate Provost Christina Van Buskirk:

- a copy of the paper or equivalent documentation of your presentation
- an “R&D Detail Worksheet/Expense Form” (found online at www.dickinson.edu/departments/rdc/report.html) completed and submitted ELECTRONICALLY to randd@dickinson.edu with ORIGINAL receipts sent in campus mail or delivered to the office of AP Van Buskirk, Old West, 2nd Floor, Room 17. (see “Reporting Requirements” at www.dickinson.edu/departments/rdc/report.html)

Exchange rates can be found at http://x-rates.com/. The student should also read the Updated Financial Operations Travel Guidelines, available online at www.dickinson.edu/departments/rdc/report.html.

**Dissertations and Publications**

*Publication and dissertation projects cost:*

Expenses of publication, performance, or exhibition of scholarly or creative work are all considered publication and dissertation projects costs, as are costs associated with the final preparation and defense of the dissertation.

**These costs include:**

- For those completing degrees required by the college (usually the Ph.D.), allowable expenses include those associated directly with the final preparation of the dissertation, such as photocopying, binding, and microfilming. A single round-trip for the purpose of the final dissertation defense will also be covered. Please note that tuition for the final semester of graduate school is not covered.

- For the publication of other manuscripts, allowable expenses include those associated with preparing for publication, such as photocopying, graphics preparation, indexing, page charges, reprints (up to 25), and translation where appropriate. (NB: Please investigate the availability of free on-line journal access before requesting funds for reprints. Also, please check to see whether your publisher offers a discount on page charges for authors at 4-year colleges.) Co-authored publications are supported proportionately to the number of Dickinson authors. Sometimes publishers require a subvention subsidy from the author. R&D will consider funding these when reasonable and requested by reputable publishing houses. Data entry, keyboarding, and proof-
Faculty Responsibilities, Resources, and Policies: Professional Development:
Dickinson Grant Policies

reading are not ordinarily supported.

• For creative and performing artists, the modes and costs of "publication" are often very different. R&D exercises flexibility in these cases to allow expenses for exhibition and performance.

Amount of Available Support

For Ph.D. dissertations, expenses are limited to $1,000. For other manuscripts and projects, the limit is $2,000.

Acknowledgements

The Dickinson College Research & Development Committee must be acknowledged in writing in all publications or performances resulting from the funded activity.

Special application instructions for just this program

• Applications can be submitted as expenses occur throughout the year, but all expenses for a single project should be submitted at the same time.
• The application should include a cover sheet, budget, and a full description of the expenses requested. See Application Process at www.dickinson.edu/departments/rdc/application_forms.html.
• Please note that funds are not unlimited in this category, and it is in the applicant’s best interest to apply in advance.

Reporting Requirements

There are no special reporting requirements for this program. Recipients should follow the general reporting requirements, available online at www.dickinson.edu/departments/rdc/report.html.

Reassigned Time

The College provides the opportunity for faculty to apply for a reduced teaching load for a semester in order to pursue other specific activities. The provision of reassigned time normally reduces the instructor's teaching load from three to two courses without a reduction in salary. About six or seven reassigned time opportunities are available each year.

Appropriate use

Reassigned time can be used for a variety of purposes.

• Scholarship: significant scholarly or creative activity leading to publishable or public results
• Professional Development: developing expertise and knowledge outside one's discipline or disciplinary specialty
• Curricular development: substantial curricular development, such as design (or major redesign) of pivotal courses, which is well beyond normal course development
expectations.

A theme common to these categories is an assessment of the project's value to the College. The project should provide as much value to the College as the benefit that would be derived from the faculty member's teaching the class in question.

Selection Criteria

Reassigned time decisions are made by the R&D Committee using the following criteria.

- **Quality**: The committee first looks to the general quality of the project, especially in competitive comparison with the other reassigned time proposals.
- **Magnitude**: The project's scope should match the time resources made available by the reassigned time.
- **Timeliness**: Reassigned time is particularly appropriate for those projects which, for substantive reasons inherent in the nature of the project itself, must be done during the semester requested and that cannot wait, for example, until the summer.

The R&D Committee is helped in its deliberations by the Academic Program and Standards Committee and the appropriate personnel committee. For proposals involving curricular development, AP&SC comments on the project's curricular potential for the college. For all projects, AP&SC assesses the impact on the college's overall program, bringing a wider view than the particular department. The appropriate personnel committee is also consulted. They consider whether the project is in harmony with the professional direction contained in the individual's Professional Activity Statement and the College's response. After receiving input from these perspectives, R&D awards reassigned time using the criteria outlined above.

Application Instructions

An updated list of application deadlines is available online at [www.dickinson.edu/departments/rdc/deadlines.html](http://www.dickinson.edu/departments/rdc/deadlines.html)

Special application instructions for just this program:

- Applicants must include a letter of support from the department chair. The department must first agree that the effects of the reassigned time will not harm its offerings, especially to its majors. This agreement is expressed in a letter of support from the department chair and should represent the consensus of the department. If the applicant is the department chair, another senior colleague should prepare the letter.
- If the project includes expenses, the applicant must also provide a budget.

Reporting Requirements

There are no special reporting requirements for this program. Recipients should follow the general reporting requirements, available online at [www.dickinson.edu/departments/rdc/report.html](http://www.dickinson.edu/departments/rdc/report.html).

Scholarly/Creative Projects
This category of projects includes scholarly or creative activities eventually leading to results that are subject to publication, exhibition, or other forms of professional peer review.

**Selection Criteria**

R&D generally looks to the overall quality of the proposal. Specifically, projects should have high intrinsic value and intellectual or creative merit -- posing a significant question, exploring an important issue, addressing a challenging problem, or expressing an artistic idea. Projects should also hold out the promise of making worthwhile contributions to your field or discipline. Projects should be well-conceived, with achievable goals, a realistic schedule, and an accurate budget.

In addition, the proposal must be comprehensible to a group of colleagues who are not likely to be specialists in the field. Finally, R&D looks to the ancestry of the project. The applicant's previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required.

Applicants are strongly encouraged to apply for external (non-Dickinson) funding for all R&D projects. More information can be found at www.dickinson.edu/internal/cfr/.

**How Projects are Supported**

R&D usually supports scholarly or creative projects by funding expenses incurred for such things as travel to research sites, consumable materials for science labs and art studios, library user fees, and photocopying. The maximum allowable expenses for any one scholarly or creative project is $1,500 per semester and $3,000 for summer projects. Funding for up to two (2) semesters for a single project may be applied for in a single proposal.

**Beckman Scholars**

The purpose of the Beckman Scholars Program is to help stimulate, encourage and support excellence through sustained, in-depth, faculty mentored research activities by exceptionally talented and gifted students who are pursuing their studies at accredited four-year colleges and universities located in the United States of America. These research activities shall be centered in either chemistry, biochemistry, the biological and medical sciences or some combination of these subjects. The Beckman Scholar experience is intended to significantly advance the education, research training, and personal development of students who have the potential to achieve distinction in their academic fields, and become leaders in their careers and professions.

The Beckman Scholars Program was initiated by The Arnold and Mabel Beckman Foundation in 1997. Only a few hundred students at sixty-eight selected universities and colleges have received these highly prestigious scholarships to date.

Dickinson College is currently applying to the Foundation for the renewal of the Beckman Scholars Program. In anticipation of a renewal, the usual recruitment, application and proposal
review processes will be conducted in Fall of 2007 and Spring of 2008. If Dickinson's renewal request is *declined* by the Foundation, student applications for the Beckman Scholarship will be reviewed by the R&D Committee as a standard Student-Faculty research request, for the summer of 2008 only. The term(s) of the summer research project, including (but not limited to) funding allowances, procedures, and designation of the project (Student Faculty Research Project, rather than Beckman Scholar) may be adjusted at the discretion of the R&D Committee.

Pending receipt of a renewed grant program from the Foundation and availability of funding, Dickinson’s fifth Beckman Scholarship(s) will be awarded in spring 2008 for research to begin in summer 2008. If awarded, the Foundation’s grant to Dickinson in 2008 will provide funds to support research activities conducted during one academic year (performed part-time; ten hours per week) and over two summers (full-time; ten weeks each summer) immediately before and after the academic year research experience. The research activities shall be conducted under the guidance of a full-time faculty member and shall be deemed to be publishable by the student's faculty mentor. Students will be named as Beckman Scholars in the spring of their sophomore or junior years. Once selected as a Beckman Scholar, a student will retain the scholarship title as long as he/she continues to excel academically, is in good academic standing, and his/her research work shows satisfactory progress.

Each Scholarship Will Provide:

- During two summers; a) the summer prior to the academic year, **plus** b) the summer immediately following:
  - Summer research stipend $300 per week for 10 weeks (total $3,000 each summer)
  - On-campus room and board at no cost
  - Allowance for supplies, conference and research related travel: $850
  - Expenses paid, three/four-day trip in July to the Annual Beckman Scholars Symposium in Irvine, California, to meet fellow Beckman Scholars and faculty mentors. Graduating Scholars will present their research at this symposium

- During the first academic year:
  - Stipend to support academic year research: 10 hours per week for 26 weeks x $15.38 per hour (total $4,000)
  - Allowance for supplies, conference and research related travel: $1,600

- During the second academic year as a senior (if you are awarded during the sophomore year)
  - Stipend to support academic year research: 10 hours per week for 26 weeks
  - Allowance for supplies, conference and research related travel

*Eligibility Requirements*

To be eligible for a Beckman Scholarship, a student must:

- Be a declared major in chemistry, biology, or biochemistry & molecular biology (BMB)
- Have a 3.5 GPA overall, and a 3.5 GPA in courses taken for your major.
- Be a sophomore or a junior.
- Be a U.S. citizen or permanent resident of the United States at the time of application (dual-nationals are eligible).
- Demonstrated financial need is **not** a qualifying criterion; however, financial need will be a consideration in award decisions between candidates judged to be equal.
The Term of the Scholarship

Generally, the scholarship is awarded for one full academic year, plus the two summers bracketing that year. Under special circumstances the award may include only one summer, but this is subject to approval by the Foundation. Beckman Scholars who are graduating seniors are expected to conduct research in the summer following graduation. The appointed Beckman Scholar will retain the scholarship title as long as he/she continues to excel academically, is in good academic standing, and his/her research work shows satisfactory progress.

The Beckman Mentors

Research activities performed by Beckman Scholars shall be conducted under the guidance of one of the full-time faculty members chosen to be Beckman faculty mentors. These faculty members include:

- Prof. David Crouch (Beckman Program Coordinator)
- Prof. Michael Holden
- Prof. Kristi Humphreys
- Prof. Cindy Samet
- Prof. Amy Witter
- Prof. Thomas Arnold
- Prof. Kirsten Guss
- Prof. John Henson
- Prof. Missy Niblock
- Prof. Charles Zwemer

Requirements, Obligations, and Perquisites Accorded the Beckman Scholar

- The Beckman Scholar shall commit to undertaking research, as described in their proposal, over the course of two summers and one academic year.
- Beckman Scholars are expected to participate fully in the process of publication and dissemination of the results of their research. They will produce a publishable paper on their research and involve themselves in public presentation of their research (in addition to the meeting convened by the Foundation, see below) at the following types of venues:
  - at departmental seminars and Dickinson Science Symposium
  - at least one regional conference
  - at one national/international professional conference such as the meeting of the Society for Experimental Biology, the American Society for Cell Biology, the American Chemical Society, or the Association for Integrative and Comparative Biology.
- Beckman scholars are required to file reports with the Beckman Program Coordinator and the R&D Committee at the conclusion of each research term:
  - at the conclusion of the first summer research term (by August 1st).
  - at the conclusion of the academic year term (May 10th)
  - prior to August 1st in the second and final summer of the Scholar’s term. This last report will form the final report to the Beckman Program Coordinator, which will be forwarded to the Foundation by the College.
  - Reports must include:
Faculty Responsibilities, Resources, and Policies: Professional Development:
Dickinson Grant Policies

- Description of research progress
- Brief commentary on the benefit(s) of mentor supervised research
- Brief commentary on the advantages of the Beckman Scholarship
- Recommendations for improvements to the program
- Career and/or educational plans

- To nurture the Beckman Scholar’s research knowledge, skills, and abilities—the college will match each Beckman Scholar with an alumni mentor who is a specialist in the Scholar’s field of interest. Dickinson’s alumni include numerous career scientists in research, industry and in medical professions.
- The Beckman Scholar will be ensured seating with the recipient of the College’s Priestly Award at the celebration dinner.

- Beckman Scholars are expected to attend an expenses-paid, three-day trip in July to the Annual Beckman Scholars Symposium in Irvine California, to meet fellow Beckman Scholars and faculty mentors. Graduating Scholars will present their research at this symposium. Your faculty mentor will also be invited to attend this meeting.

The Application Process

To prepare a successful application to the Beckman Scholarship program applicants must do the following:
- Select a faculty mentor and consult closely with that proposed faculty mentor regarding the topic and feasibility of your proposed research.
- The student/faculty team must prepare a research plan including:
  - An Abstract of the research (250 words maximum) which explains the overall nature of the project
  - An Introduction which places the project in its proper context with respect to previous work and potential contribution to the field of study, why it needs to be addressed
  - A Workplan which summarizes the methodologies used to collect data and test hypotheses leading to interpretations
  - The Anticipated Outcomes of the project including how the results will be presented to the scientific community at-large
  - Tentative Project time-table for the duration of the project (two summers and one academic year).
  - A Statement of Previous Work on this topic and/or others funded by Whitaker/HHMI, Mellon or other grants
  - A Preliminary Budget, outlining how you intend to expend your supplies and travel budget
  - A Bibliography of research resources.
- The student applicant must prepare an essay (1-2 pages) addressing career goals and interests with a particular focus on how that research will further your career plans and goals.
- Elicit and forward the following letters of reference/recommendation:
  - A confidential letter of support from two faculty members who know the student and the student’s work well
  - A letter of agreement from the Beckman Faculty Mentor in whose laboratory
the student proposes to conduct your research. These documents may take the form of an e-mail to the Beckman Program Coordinator.

**Essential Application Information**

- **Proposal Format Instructions:** 12 point, single spaced text; 1” margins; 8.5 x 11” page format
- **Submission Deadline:** The proposal and related documents should be sent to the Beckman Program Coordinator by February 11, 2008.
- **Submission of application documents by email attachment is especially encouraged.**
- **Questions about the proposal process or budgets should be directed to Prof. David Crouch (x1351).**

**The Selection Process**

- Applications are reviewed for technical eligibility by the Beckman Program Coordinator.
- The Science Executive Committee (SXC) will review applications and select a maximum of three finalists.
- Finalists will present an abstract of their research to SXC which will conduct an oral interview of each of the finalists.
- SXC’s recommendation will be forwarded to the College’s Research and Development (R&D) Committee.
- R&D will review applications with any input necessary from the Director of Financial Aid and a representative of SXC.
- R&D will provide an award recommendation to the Provost and Dean.

**The Award Process**

- The Beckman Scholarship awardee(s) will be notified by the R&D Committee in a timely manner.
- Arrangements for housing, room and board, expense accounts, etc., will be handled in the usual manner by the R&D faculty liaison.

**Additional Information**

For information about concurrent grants, supplemental funds, studying abroad, and other information regarding the Beckman Scholarship, please visit www.dickinson.edu/departments/rdc/beckman07.html.

**Professional Development Projects**

Development projects seek to develop new knowledge, expertise, or skills. This might include course work or other specialized training, foreign language immersion programs, or attendance at workshops and clinics. Please note, however, that this funding is not intended to support the pursuit of a degree which is not required or requested by the College.
Selection Criteria

The project should seek to produce something of value to the individual and the College -- either eventual pedagogic or curricular improvements or possible future scholarly effort. R&D also looks to the ancestry of the project. The applicant's previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required. Development projects are not funded for emeriti faculty. Please note: Professional Development for Administrative Projects is not handled by R&D.

Faculty are strongly encouraged to apply for external (non-Dickinson) funding for all R&D projects. More information can be found at www.dickinson.edu/internal/cfr/.

How Projects are Supported

R&D provides funding for expenses, including travel, materials, and tuition. Funding is limited to $1,500 per semester or $3,000 per summer. Professional development projects pursued during a sabbatical leave are limited to $1,600 per semester. Funding for up to two (2) semesters for a single project may be applied for in a single proposal.

Teaching Projects

Although a certain amount of pedagogic and curricular development is expected of those who teach at the College, R&D supports projects to enhance teaching that require more resources than normally available. For example: teaching projects incorporating technology, departmental and interdisciplinary curriculum changes, or curriculum initiatives.

Selection Criteria

The project must address a significant pedagogic or curricular issue. Proposals should be for the design of pivotal courses which move the department or program in a fundamentally different direction or employ a radically different pedagogy. The project should be well above and beyond normal course development expectations. Finally, R&D looks to the ancestry of the project. The applicant's previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required.

When evaluating teaching projects, R&D seeks the comments of the Academic Program Committee. AP&SC comments on the curricular or pedagogic promise of the project and whether the intended outcome will benefit the college and enhance the curriculum.

Faculty are strongly encouraged to apply for external (non-Dickinson) funding for all R&D projects. More information can be found at www.dickinson.edu/internal/cfr/.

How Projects are Supported

There are a number of ways R&D supports pedagogic development, depending on the scope of the project. Applicants can request funding for expenses of the project or for reassigned time, or
both. Project expenses are limited to $1,000 per semester or $2,000 per summer. Funding for up to two (2) semesters for a single project may be applied for in a single proposal. If the project involves a large number of people or is multi-disciplinary, it would be appropriate to request funding for a study group.

**Dana Research Assistantships**

The "New Danas" allow faculty members to hire individual students to assist in faculty scholarly and creative research. In order to open up research opportunities for students earlier in their college careers, and at the same time to further faculty research, students will be hired in substantive roles as research assistants. The New Dana program does not expect the student assistant to take on a co-investigator role. The New Dana Student Research Assistantship program is designed to complement existing opportunities for collaborative student-faculty research, which continue to be funded under the rubrics of HHMI and student-faculty research.

Once these general criteria are met, then a range of activities can comprise the project. Please note, however, that the primary purpose of the New Dana is the support of faculty scholarship and creative work, and the involvement of students as research assistants therein. The College has other monies, not administered through R&D, for work-study positions to support the other activities of the College, including those which also may be listed below.

**Supported Activities**

The research assistant’s duties may include:

- Conducting library and web research
- Compiling literature reviews
- Assisting with researching, planning and mounting exhibitions and performances
- Assisting with lab experiments or field investigations
- Copyediting and proofreading
- Indexing
- Fact-checking
- Locating or creating illustrations; charts, and graphs
- Organizing academic events
- Compiling and annotating bibliographies
- Other substantive research assistance as needed

These duties may also include such incidental clerical tasks as photocopying and word-processing. Please also note that, under a decision by the Planning and Budget Committee, the College has discontinued administrative Dana internships; administrators should apply to their divisions for assistance.

**Selection Criteria**

The New Danas will be awarded by the R&D Committee using the following criteria:

- **Quality:** What is the quality of the project in terms of significance, originality, and intellectual merit?
**Faculty Responsibilities, Resources, and Policies: Professional Development:**

**Dickinson Grant Policies**

- **Student role:** The student role must be clearly defined and educationally substantial during every phase of the project.
- Finally, R&D looks to the **ancestry of the project.** The applicant's previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required.

**Support Provided**

For the summer assistantships, the student will be compensated at the rate of $300.00 per week for up to eight weeks, the student's room in on-campus housing (or on-site equivalent), and meal allowance during the time of the project. (Please note: the expectation is that if the project is on-campus, the student will live in campus housing during the time of the project.) The project dates must conform to the student housing constraints. Applicants should check with Residential Life for dates of availability for student summer housing.

For academic year assistantships, the student will be compensated at $7.40/hour (Category B) of the Student Payroll Classification Plan and may be employed for up to 8 hours per week for 26 weeks. Project expenses for faculty may be applied for under the separate “Scholarly or Creative Project category. Please note that any outright expenses incurred by the student (e.g. travel; photocopying) will have to be covered through other sources; the New Dana Student Research Assistantship program covers student stipends and room and board only.

**Application instructions**

- Applicants should review the list of deadlines available at [www.dickinson.edu/departments/rdc/deadlines.html](http://www.dickinson.edu/departments/rdc/deadlines.html).
- Applicants must complete a cover sheet/application. Click on "Application Forms" on the sidebar.
  - Faculty should supply R&D with a two-page abstract (max. 1000 words) of the scholarly/creative project and the student assistant's duties. The abstract should include:
    - the scholarly and/or creative significance of the project, and a timeline for its completion;
    - the academic outcome expected (e.g. publication, performance, curricular impact, etc.);
    - a clear description, in the form of a short (approx. 100-word) job description, of the student's duties and the qualifications sought in the Dana Research Assistant;
    - a rough breakdown of how the Dana Research Assistant will spend her/his 40-hour week during the eight (or fewer) weeks employed.

**Reporting Requirements**

Timely submission of a final report prepared by the student-faculty team will be considered for continued funding. The final report should include:
- A summary of the research completed, including methods and results (150 words)
Faculty Responsibilities, Resources, and Policies: Professional Development:
Dickinson Grant Policies

- The actual activities of the student researcher (150 words).
- The potential long-term benefits to the student of the completed project (150 words).
- Actual expenditures and receipts.
- Bibliographic citations of publication(s), presentation(s) or performance(s) resulting from this project, with actual or expected dates.
- Total number of hours worked by student for the year.
- Additionally, it is now required that the student attach to the final report a brief commentary (500 words maximum) stating what they accomplished as well as what they learned from this experience.

Sabbatical Support

The College awards two types of support for sabbatical projects: the Sabbatical Project Expenses Grant and the Sabbatical Supplement Grant.

Sabbatical Project Expenses Grant

Faculty taking sabbaticals and, who do not receive Sabbatical Supplement grants may apply for up to $1,600 per semester to cover expenses of their sabbatical project. Recipients of Sabbatical Supplement grants may apply for expenses up to $1,000 per semester. Irregular use of sabbatical credits may reduce funding proportionally.

Sabbatical Supplement Grant: Point of information

R&D does not award the Sabbatical Supplement Grants. The initial evaluation of the project proposals is done by R&D. Final selection is made by the appropriate personnel committee in consultation with the Dean of the College. Tenured faculty approved for full year sabbaticals are considered for a Sabbatical Supplement grant -- equivalent to a maximum of 25% of the recipient's salary, depending on other funding. Other support must be reported to and discussed with the Dean. Total salary may not exceed the regular base salary. Grants for sabbatical project expenses are awarded by R&D.

Selection Criteria

Support for sabbatical projects is available only for those who have been approved for sabbatical leaves. R&D generally looks to the overall quality of the proposal. Specifically, projects should have high intrinsic value and intellectual or creative merit -- posing a significant question, exploring an important issue, addressing a challenging problem, or expressing an artistic idea. Projects should be well-conceived, with achievable goals, and a realistic schedule. The proposal must be comprehensible to a group of colleagues who are not likely to be specialists in the field. Finally, R&D looks to the ancestry of the project. The applicant's previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required.

Kinds of Expenses Funded
Grants for sabbatical projects can be used for expenses such as travel to research sites, laboratory or studio supplies, library access fees, and photocopying.

(Application instructions)

- A search and appropriate application for external funding is the required first step in the sabbatical support process. To begin the search, the applicant may want to consult www.fdncenter.org (The Foundation Center), or contact the Office of Corporate & Foundation Relations for assistance.
- The applicant should submit a copy of the sabbatical leave proposal to R&D at the same time the proposal is submitted to the appropriate personnel committee.
- The applicant should attach the R&D cover page to the prepared budgets.

(Study Groups)

A study group is a collection of faculty that meets to study a problem or topic. The group meets regularly for a specified term, usually to discuss readings or perform other tasks that they set for themselves.

(Selection Criteria)

Topics should focus on innovative, intellectual and scholarly questions, or pedagogic and curricular issues. Study group decisions are made by the R&D Committee using the following criteria.

- Significance: The problem under study must substantially contribute to the participants' development as teachers and/or scholars.
- Results: The proposal must identify the expected results, which usually take the form of further scholarship, course revisions, curricular proposals, or policy recommendations.
- Track record. R&D considers the applicants' previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required in a timely fashion.

The appropriate committees or departments may be consulted in understanding the value and relevance to the college of a proposed project.

(Types of Support Provided)

R&D provides expenses for the group's activities including the purchase of books. A search and, when appropriate, application for external funding is the required first step in the process. To begin the search, an applicant may want to consult www.fdncenter.org (The Foundation Center) and the Office of Corporate and Foundation Relations for assistance. Some or all members of the group may be eligible for stipends. This funding level reflects the College's expectation that curricular refinement of this order be a routine part of departmental activity throughout the year. Stipends for faculty are awarded where thorough ongoing reforms are proposed which demand extensive cooperative work, promising a major impact on teaching, scholarship, and institutional
visibility.

**Student/Faculty Research**

These projects normally take place in the summer when there is enough time for the students to take a truly collaborative role with a faculty member in a scholarly or creative project. The projects can be in any discipline and should concern a significant scholarly question or creative pursuit. They usually last 8 weeks, but in some circumstances may be shorter. It is essential that the project be truly collaborative. Both the student and the faculty role must be substantial at every stage of the project.

This funding program now encompasses all projects funded previously under the rubric of Whitaker and Mellon student-faculty collaborative research grants.

**Proposals**

Proposals for projects from all three divisions are invited and are eligible for funding. All proposals from all disciplines will be ranked in the same competitive pool. Funding will be allocated to the proposals that best meet the published criteria. In addition, the generosity of donors who have contributed to the endowment supporting Student Faculty Research has made it possible to periodically fund projects in the following specific areas:

- critical or creative work in literary, dramatic or cinematic studies
- projects in clinical neuroscience
- projects in classical studies or archaeology
- research that forwards the cause of peace
- research conducted in history or political science
- projects involving environmental fieldwork

Proposals for projects in these areas are encouraged from across the campus. Invitational priorities may go unfulfilled in some years.

**Selection Criteria**

Student-faculty research grants are awarded by the R&D Committee using the following criteria:

- **Quality:** What is the quality of the project in terms of significance, originality, and intellectual merit?
- **Student role:** The student role must be truly collaborative and substantial during every phase of the project.
- Finally, R&D looks to the ancestry of the project. The applicant's previous history of grant applications should indicate the ability to accomplish what was promised, to use awarded funds prudently, and to file final reports as required.

**Type of Support Provided**

Student-faculty research grants are usually substantial, providing stipends to the faculty member ($500 per week) and the student ($300 per week) for up to 8 weeks, the student's room in on-
Faculty Responsibilities, Resources, and Policies: Professional Development:
Dickinson Grant Policies

campus housing (or on-site equivalent), meal allowance during the time of the project, and the expenses of the project. (Please note: the expectation is that if the project is on-campus, the student will live in campus housing during the time of the project.) The project dates must conform to the student housing constraints for summer. Applicants should check with Residential Life for dates of availability for student summer housing.

Expenses are limited to $2,000 (excluding travel and per diem) per summer. There is also $500 per student available for the student to travel to a conference to present the results of the research.

Special application instructions for this program

- The application should include a cover sheet/application, budget, and a 5-page description of the project.
- The applicant must provide a full description of the role of the student.
- All applications must be submitted electronically to randd@dickinson.edu.
- The Science Executive Committee reviews and ranks all proposals from Division III.

Special reporting requirements for this program:

- Timely submission of a final report prepared by the student-faculty team will be considered for continued funding.
- The final report should include:
  - a summary of the research completed, including methods and results
  - the role of the student researcher, for example, how they participated in the research, what they accomplished as well as how the student benefited from this experience (what they learned and how any new specific knowledge will aid them in the future, who they met or what contacts were made during the course of the research experience)
  - an accounting of how any funds were spent
  - bibliographic citations for any publications and/or presentations which
    - resulted from the research
    - are in progress
    - are planned.
- Additionally, students are to attach to the final report a 500-word statement, stating what they accomplished as well as what they learned from this experience.
- The report must be submitted electronically to randd@dickinson.edu.

Curriculum Development Grants

The Presidential Discretionary Fund is an endowed fund for support of course-related explorations and for professional development projects that do not have scholarly publication as their direct intent. For instance, summer study groups are funded from this endowment. Some support is provided on a competitive basis; other projects are in support of APC-approved curricular initiatives.
Research and Development Committee Awards

All faculty members are eligible to apply for R&D Committee support. Part-time faculty will be eligible for funds in proportion to their teaching load. The committee annually sets the limits for funds receivable by individuals in that fiscal year. Grants are made for research projects, professional development projects, travel to present papers, creative arts projects, dissertation completion, and publication costs.

The guidelines for application are distributed annually in the beginning of the fall semester. Fall and spring deadlines are announced in the guidelines; grants for travel to present papers are handled on a rolling basis. Copies of the application guidelines are available in the Associate Dean's Office, in the Development Office, and from the chair of the Committee.

Application Process

- The applicant must complete the appropriate forms (available online at www.dickinson.edu/departments/rdc/application_forms.html).
- The applicant must write a brief (not more than 2-3 pages) description of the project. In the case of larger grants (Sabbatical supplements, Dickinson Summer Scholar Award, and Student-faculty research) a longer description of up to 5 pages is justifiable and desired by R&D to get a full sense of the project. This description should include:
  - nature of the problem or opportunity and goals for the project
  - project plan: methodology, research design, strategy
  - schedule of the project
  - anticipated outcome of the project and how it is to be evaluated
- The applicant must prepare a one-page budget for the project using the budget worksheet printed on the reverse of the application
- Applicants are also required to submit a 4-page (maximum) single-spaced Curriculum Vitae (For travel to a conference a C.V. is not required)
- Additional Required Approvals:
  - IACUC. Any proposal involving research using vertebrate animals, must also be submitted to the Dickinson Institutional Animal Care and Use Committee (IACUC).
  - IRB. Any proposals involving research using human subjects must also be submitted to the Dickinson College Institutional Review Board as indicated in the IRB Guidelines (available online at www.dickinson.edu/dean/IRB/index.html).
  - IBC. Any proposal involving research requiring the use of recombinant DNA technology and infectious agents must also be submitted to the Dickinson College Institutional Biosafety Committee. Applicants should contact Tom Arnold for more information about Dickinson's Biosafety policies.
- Applicants must submit these materials to R&D through Associate Provost Christina Van Buskirk before the appropriate deadline. The forms and proposal should be sent as E-Mail attachments to the R&D Committee. Enter "R&D PROPOSAL" in subject line; attach only Microsoft Word format documents. Send to randd@dickinson.edu.
Faculty Responsibilities, Resources, and Policies: Professional Development:
Dickinson Grant Policies

- Application forms are available online at
  www.dickinson.edu/departments/rdc/application_forms.html.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: RDC Web Site (www.dickinson.edu/departments/rdc/)