**V.4.2 FACULTY-­STUDENT SUMMER COLLABORATIVE RESEARCH GRANTS**

Linfield College awards funds allowing faculty and students to participate in collaborative research projects that contribute to a faculty member’s long-­‐term professional development and to students’ development of skills in a specific academic field. Proposals should be sent to the dean of faculty, who will send them to the Faculty Development

Subcommittee for review and recommendation. Applications are due the second Monday of

March. The allowed grant period runs from the time of award announcements (typically in March) through the next academic year (approximately 15 months in length).

Although these proposals may take a variety of forms reflecting the diversity of Linfield’s

academic community, they should conform to the general guidelines below:

(a) Grants may support a collaborative research project involving at least one Linfield

faculty member and at least one student.

(b) Student(s) may not also receive academic credit for the same activity.

(c) Projects should relate to and benefit the faculty member’s long-­‐term professional

development and, where possible, serve as seed money for extra-­‐institutional funding.

(d) Projects should have as a goal the collaborative production of knowledge and/or creative work that will be shared with the professional community through publication or presentation.

(e) Students should be actively involved in the process of the research, and should collaborate with the faculty member for about ten weeks in the summer, logging a minimum of 100 hours per student and a maximum of 400 hours. However, if it can be sufficiently demonstrated that a deviation from this model is appropriate, the project will receive equal consideration. Please note that campus policy states students will receive free summer housing on the McMinnville campus if they are working with a faculty member a minimum of 20 hours per week.

(f) A specific student(s) need not be identified at the time of grant application. Upon funding, the successful faculty applicant will recruit students and report this information to the Faculty Development Subcommittee chair prior to initiation of the research. Only continuing Linfield undergraduate students are eligible.

Unused funding will be redistributed to the new round of the funding cycle.

An application checklist is available in the appendix (Appendix I) as well as on the Academic Affairs web site.

The Faculty Development Subcommittee encourages faculty applicants to review the

application checklist and seek feedback on their proposals from their divisional

representatives to the subcommittee before submission of the final version of the proposal.

**Post Grant Requirements**

A. By February 15th of the year following the award notification, the faculty member must submit an evaluation of grant activities to the Dean of Faculty. This report will be used in three ways:

* the report will be forwarded to the Faculty Development Subcommittee for use in determining future funding requests,
* the report will become part of the faculty member’s personnel file, and
* the abstract of the report (see below) will be published in Linfield’s digitalrepository for both Linfield community and broader community review.

The report should include the following components (2 pages, maximum):

1. A concise abstract of the results of the work. This one to two paragraph abstract will be published in the digital repository, forwarded to the Faculty

Development Committee, and included in the personnel file.

2. Answers to the following questions. These answers will be forwarded to the Faculty Development Subcommittee and included in the faculty member’s personnel file:

a. How well were the objectives of the project met?

b. What impact will this project have on an advancement of knowledge in a discipline or interdisciplinary area, the applicant’s professional development, the education of Linfield students, and/or the Linfield community?

c. Any additional comments, such as: How could this committee or the

various Linfield College offices be of more assistance in implementing supported projects in the future?

B. Student collaborators are required to participate in the Linfield College Student Science and Creative Projects Symposium held annually in the spring, unless alternative options are approved by the Faculty Development Subcommittee chair.

**APPENDIX I: FACULTY-­STUDENT SUMMER COLLABORATIVE RESEARCH GRANT APPLICATION CHECKLIST**

*Refer to Faculty Handbook V.4.2 for more information about the kinds of projects Faculty-­Student Collaborative Research Grants support.*

Applications are due the first Monday of March. Applications should be submitted to the Dean’s office via email to the Dean’s Administrative Assistant as a single electronic file.

**Please include the following components in the proposal:**

 I. **A cover sheet that includes:** *Applicant(s) Name Academic Department Project Title*

*Dates of Project Amount Requested*

*Abstract/Summary of proposal* (150 words maximum)

This abstract/summary should describe in non-­‐technical terms the rationale

for the work, the goals of the project, and the benefit of the work to the faculty member.

 II. **A current and complete curriculum vitae**

 III**. Project Description** (2 pages maximum)

Describe the collaborative research that you propose to complete. Include in the description:

* + Sufficient background to justify the need for the project
	+ A description of the aims or purpose of the research or creative work
	+ A description of the roles of the faculty member and students in the project
	+ A description of how the work will be disseminated (this could include publications, conference presentations, exhibitions of creative work, seed money for applications to external granting agencies, etc.)

 IV. **Project Implementation Description** (4 pages maximum, including all elements below)

Describe the manner in which you and the student(s) will accomplish your goals.

Please include:

* A detailed timeline of project events
	+ The allowed grant period runs from the time of award

announcements (typically in March) through the next academic year

(approximately 15 months in length).

* + The timeline should define when the student(s) will complete the project hours.
* A detailed budget for the project
	+ Students can be allotted stipends at the current Oregon minimum wage plus 8.5% for benefits for up to 400 hours.
	+ Faculty stipends will be $2000 for all applications
	+ Funding for supplies and other project needs may be requested and will be allotted at the discretion of the selection committee according toavailable funds

 V. **List of previous Faculty-­Student Collaborative Research grants** (1 page maximum)

Include dates, amount of money provided, project title, and summary of

outcomes and benefits from these activities)

 VI. **Benefit of the project** (1 page maximum)

Please provide a statement describing the benefit of the project to the faculty member’s long-­‐term professional development, to students’ development of skills in the field, and to Linfield’s community and/or reputation. Please pay particular attention to describing the skills or knowledge set, specific for your field, which a student participating in this project will develop.

Use the checklist above to ensure the application is complete. Only complete applications will be considered.