

2011 SUMMER UNDERGRADUATE RESEARCH PROGRAM

Research Assistant Application Instructions for Faculty

Grants are available to Pomona College Faculty to fund one or more summer research assistants. The maximum grant per student is \$4,000. Only continuing faculty (those on tenure-track or rolling contract) are eligible to participate in this program. Under California labor law, students who work as research assistants for faculty must be paid as hourly employees and are subject to overtime regulations. **The faculty member will act as the student's supervisor and must approve hours on the Kronos on-line payroll system.** The faculty member may apply for additional funding of up to \$500 for supplies, travel, or subject payments as part of this application package.

PLEASE NOTE: APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING MATERIALS AND SHOULD BE ENCLOSED IN A FILE FOLDER OR ENVELOP

1. Complete the 2011 Faculty Research Assistant Application Cover Sheet for each research assistant you are requesting.
2. Student's signature authorizing release of official transcript to the Pomona College Research Committee is required on the application cover sheet.
3. Include a two-page description for each proposed research project that includes the information listed below. If you are requesting more than one research assistant for the same project you need only provide the project description once.
 - the project description and overall objective
 - the research assistant's primary responsibilities
 - the student's qualifications to perform these duties and conduct the proposed research
 - include information on other funding options available to the faculty member to support the research project
 - the expected outcomes
 - a detailed budget **if** requesting research supply funding or an overtime supplement. The budget should include an explanation of why an overtime supplement is needed.
 - if you will be out of town for part of the summer include a plan for how the research will proceed when you are away
4. A **one-page statement from the student** of how the research assistantship relates to the student's long term goals.

ADDITIONAL INSTRUCTIONS FOR SPECIALIZED GRANTS

1. **Craddock McVicar Grant applications must include** an explanation of how the teaching participation requirement will be satisfied.
2. **Schulz Environmental Studies Award applications must include** a description of plans for continued research and an explanation of how the teaching participation requirement will be satisfied.

HARD COPY OF PROPOSAL MUST BE RECEIVED BY FEBRUARY 10, 2011

SEND TO: ASSOCIATE DEAN CYNTHIA SELASSIE, ALEXANDER HALL, ROOM 226