



## Buck Lab Grant Guidelines

The Buck Lab is pleased to offer grants to student from all departments who wish to do independent projects or internships related to any environmental topic. This includes research (from any disciplinary perspective), community engagement projects, and internships that students find on their own or that are offered by the Buck Lab with partner organizations. Faculty from any department at Colby are invited to submit a grant proposal for collaborative research with students on environmental topics. Please note that summer student RAs who will work on-campus should be funded by the Provost's Office rather than the Buck Lab.

Two rounds of grants are available during each academic year to support research projects in January (deadline last Sunday of October) and summer (deadline first Sunday of April). These deadlines are rolling, and the Buck Lab welcomes ideas for projects and partnerships to be carried out at any time during the year. Please note that only currently enrolled Colby students are eligible for funding. Student may only receive funding from one source at Colby, and cannot receive funding for more than one full-time experience.

Questions should be directed to [bucklab@colby.edu](mailto:bucklab@colby.edu).

### **Guidelines**

Buck Lab grants are awarded competitively, and the award amount will vary depending upon the nature and location of the research project, quality of the research proposal, feasibility of the project, availability of funds, and other factors deemed important by the grants committee. Before submitting an application, students are strongly encouraged to discuss their research plans and grant proposal with a faculty mentor, project supervisor, or Buck Lab Director Gail Carlson ([gcarlson@colby.edu](mailto:gcarlson@colby.edu)).

All successful grant recipients will be required to report back to the Buck Lab about their experience and submit at least one photo for use in Buck Lab communications.

Please submit a two-page narrative that includes the information listed below.

*For student proposals:*

- Your name, class year and major(s)/minor(s)
- Which type of Buck Lab grant you are applying for (student research, community engagement, internship, other)

- Your project supervisor (Colby professor, off-campus mentor, or internship supervisor) and their contact information
- A brief description of your project
- If human participants will be used in your project, confirmation that you have applied for or received approval from the [Colby Institutional Review Board](#) (IRB)
- How your project relates to your academic interests and the mission of the Buck Lab
- A general timeline for your project (during the 4 weeks of Jan Plan or specify the number of weeks, up to 10, you will work during summer)
- What your expected project outcomes are

*For faculty proposals:*

- Your name and department
- Which Colby student(s) you plan to work with, their class years and major(s)/minor(s)
- A brief description of your research project, including how students will be involved
- How your project relates to the mission of the Buck Lab
- If human participants will be used in your project, confirmation that you have applied for or received [IRB](#) approval
- A general timeline for your project, including expectations for student work
- What your expected project outcomes are
- Whether students will work on Colby's campus, remotely or at an off-campus site. *For summer RAs who will work on-campus, please seek funding from the Provost's Office.*
- Any other issues related to safety, cost, research feasibility, etc. that may be of interest to the grants committee

## **Budget**

- All proposals must include a budget, and for itemized expenses, we strongly encourage you to use the table format below, listing each expense category (travel, lodging, food, site transportation, supplies, other expenses, lost wages). See the budget table below.
- Indicate Unit Cost (e.g., estimated lodging cost per night), Number of Units (e.g., number of nights' lodging) and Total Cost (e.g., unit cost x number of units)
- Make sure all budget items are justified by your project description. This is best done by including an Expense Justification column and briefly annotating your budget items.
- Make sure the costs are reasonable – don't underestimate your costs, but also don't budget extravagant expenses.
- Include compensation if needed to cover "lost wages." Please email [bucklab@colby.edu](mailto:bucklab@colby.edu) to find out what the compensation level is.
- Include the total amount of funding requested in bold in the bottom row.
- Indicate if you are applying for funds from sources other than the Buck Lab.

LastName Budget				
	Unit cost	Number of units	Expense	Justification
Travel				
Lodging				
Food				
Transportation				
Lost wages				
Other				
TOTAL				

### **Submission**

Please submit your proposal as a single PDF using the following file name format: YourLastName\_BuckLabGrant\_Date. Submit your proposal to [bucklab@colby.edu](mailto:bucklab@colby.edu). The deadline for January projects is the last Sunday of October, and for summer projects is the first Sunday of April.

### **Recommendation letters**

Students must arrange for one brief letter of recommendation to be submitted to [bucklab@colby.edu](mailto:bucklab@colby.edu) by the deadline. This letter may come from your project supervisor or a faculty or staff member at Colby who knows you well.

### **Funding disbursement**

Student grants are disbursed directly in one lump sum to your bank account from Colby's Student Financial Services office. Faculty grants are disbursed on a reimbursement basis.

### **Liabilities and consent**

Students are responsible for any expenses incurred during their research travel and activities that are in excess of the approved award from the Buck Lab. Award recipients are solely responsible for insuring their own safety during all project-related activities. Colby College, the Buck Lab for Climate & Environment, and faculty and staff associated with this grant are not responsible for health or safety issues that may arise as a result of this grant award.

All students conducting projects in a foreign country must follow the DavisConnects insurance enrollment process. Students are responsible for checking on travel warnings to their research locations (e.g., from the U.S. State Department), and the Buck Lab reserves the right to deny funding if the project site is deemed too risky.