2024 Project SEED Coordinator/Mentor Info Session

January 11, 2024

4:00PM EST

Virtual

Thank you for joining! We will get started shortly!

- **A separate information session for students will be held in mid-February**
  - **This session and all chat are being recorded.**

2024 Coordinator/ Mentor Info Session

- Welcome/Introduction
- New Policy and ACS Code of Conduct
- About Project SEED
- Timeline
- Project proposal submissions
- Student application
- Q&A

Reminder: This session and all chat are being recorded. Please remain on mute until we reach the Q&A portion.

ACS Student Experiences Team

DIRECTOR
Nancy Bakowski

MANAGER/STAFF LIAISON
Corrie Kuniyoshi, PhD
(SEED Liaison)

PROGRAM SPECIALIST
Jazmine Similien
(Awareness Subcommittee Liaison)

SCHOLARSHIPS
PROGRAM MANAGER
Mahalia Randle
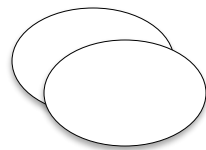(Scholarship Subcommittee Liaison)

PROJECT COORDINATOR
Usman Khalid

DATA ANALYST
Robert Koenig

PROGRAM SPECIALIST
Gerardo Castillo
(Selection Subcommittee Liaison)

Poll

What brings you to today's meeting?

How familiar are you with Project SEED?

ACS Core Value

Professionalism, Safety, and Ethics

We support and promote the **safe, ethical, responsible, and sustainable practice of chemistry** coupled with professional behavior and technical competence.
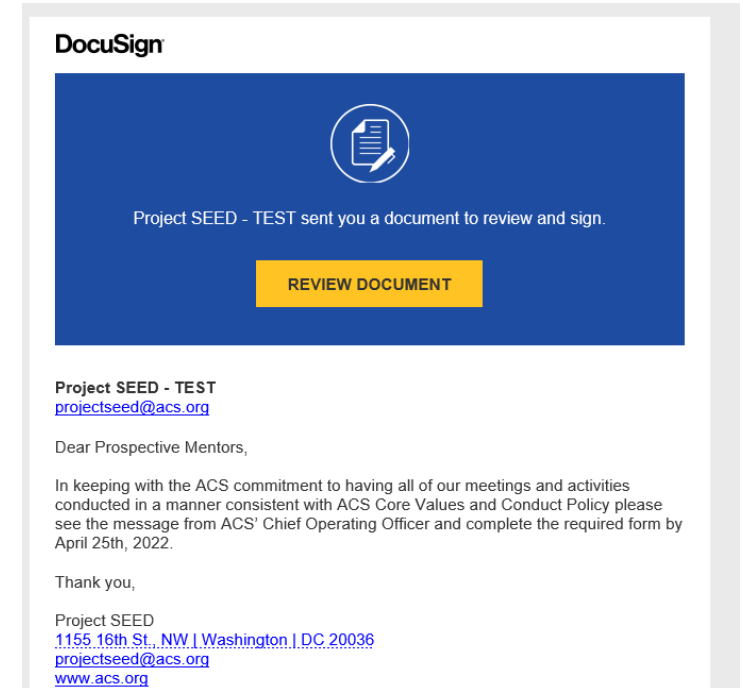
ACS Safety

Some Reminders

- Student/s should receive training on how to safely handle chemicals, laboratory equipment, and instrumentation

- Student/s should receive and be trained on how to use the proper PPE

- A Project SEED Student should NEVER be alone in the lab.

- A part of the required ACS Orientation for students includes completing an ACS Safety Course

- You should disclose to ACS the mentors that will be working directly with your SEED Student

ACS Safety and Code of Conduct

- **All ACS SEED coordinators and mentors are required to sign the ACS Code of Conduct that agrees to comply with ethical and safety standards**

- **The Code of Conduct agreement form will be sent from dse_demo@docusign.net**

https://www.acs.org/careers/career-services/ethics/the-chemical-professionals-code-of-conduct.html

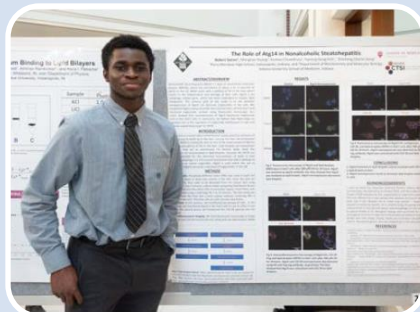Vol-NatMtgAtt-Conduct-Policy.pdf (acs.org)

ACS Safety and Background Checks

- **All ACS SEED coordinators and mentors are required to complete a background check by May 1, 2024 – Please make sure to disclose all mentors that will be working with SEED students.**

- **The background check will be conducted through an ACS third party vendor**

- **Background checks will be good for 3 years. If you completed a background check for SEED in 2023 you will not need to retake one for 2024**

- **Those that do not comply with the ACS background check policy will not be allowed to participate in the 2024 Project SEED program!**

https://www.acs.org/careers/career-services/ethics/the-chemical-professionals-code-of-conduct.html

Vol-NatMtgAtt-Conduct-Policy.pdf (acs.org)

Project SEED Basics

ACS volunteers host student fellows in a university, government, industry or non-profit research lab.

Students present their work at poster sessions, science fairs/ competitions, ACS local section events or national meetings.

Sites can offer social and professional development activities.

Program Background

- Project SEED started in 1968 and has had >12,000 student participants
- **Mission:** Empowering students through transformative research experiences

Benefits

- Students build confidence in STEM, learn about chemistry career pathways, and develop professionally while gaining college readiness skills
- Students are paid stipends for their work
- College scholarship opportunities ($5K per year for 1 – 4 years)

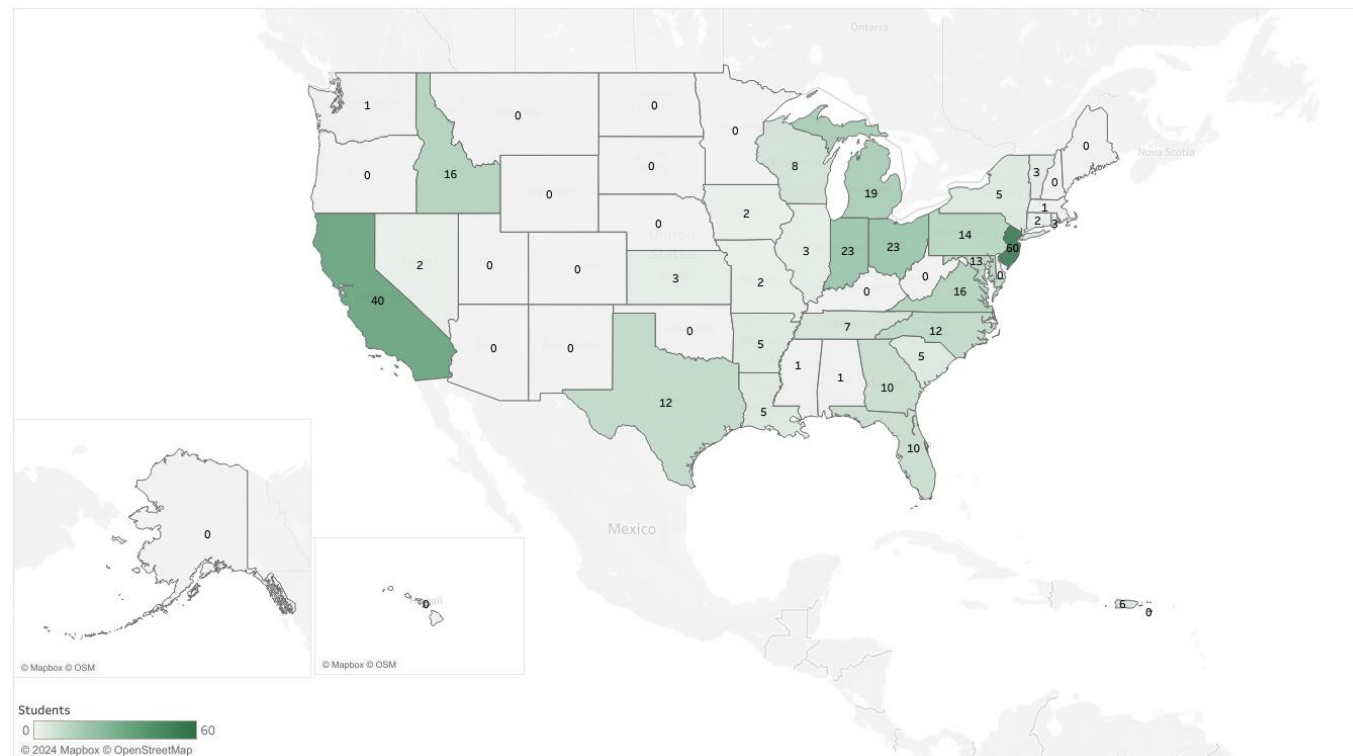# 2023 Project SEED Summer Program

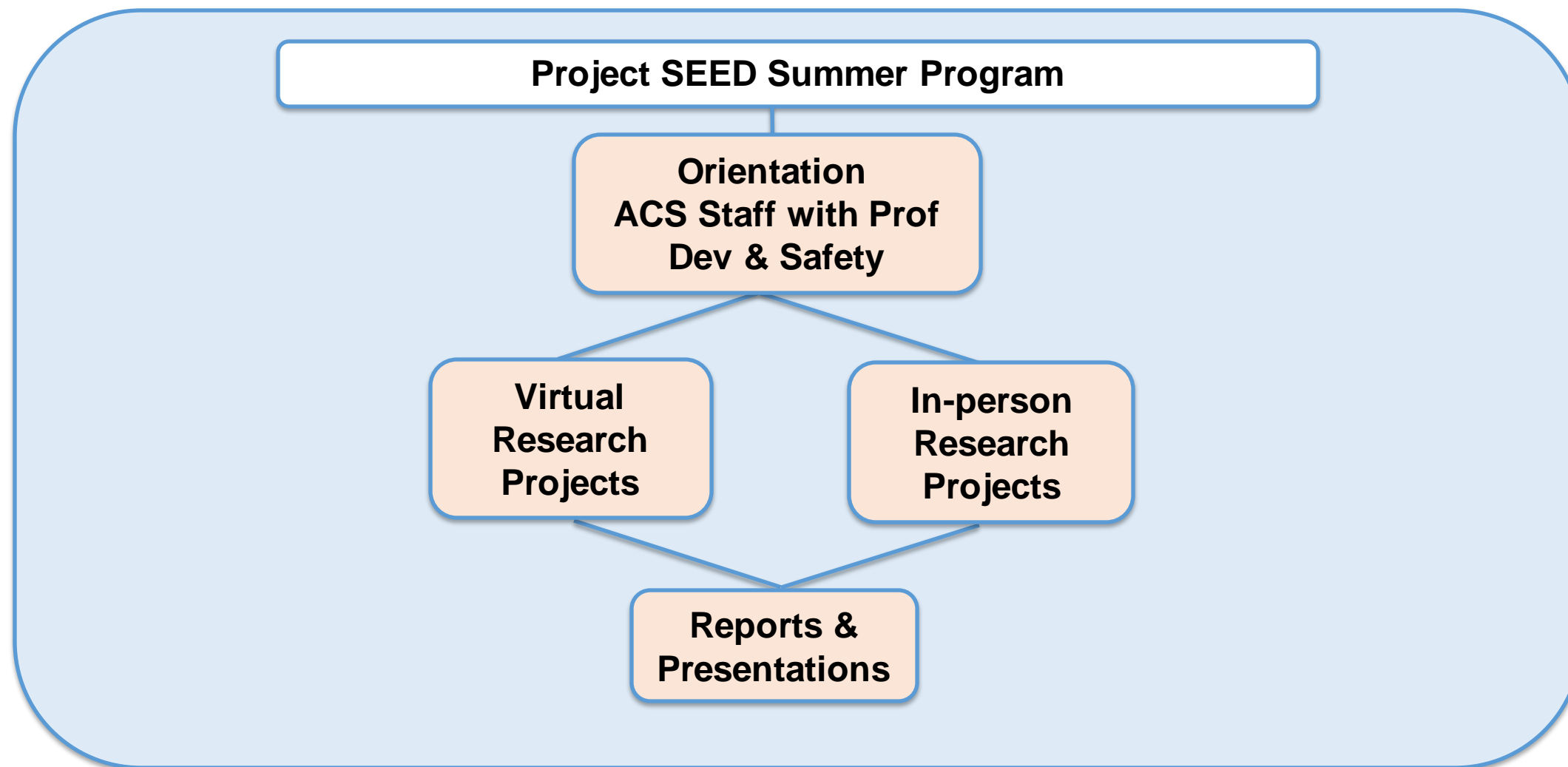**Traditional Hands-on Program**
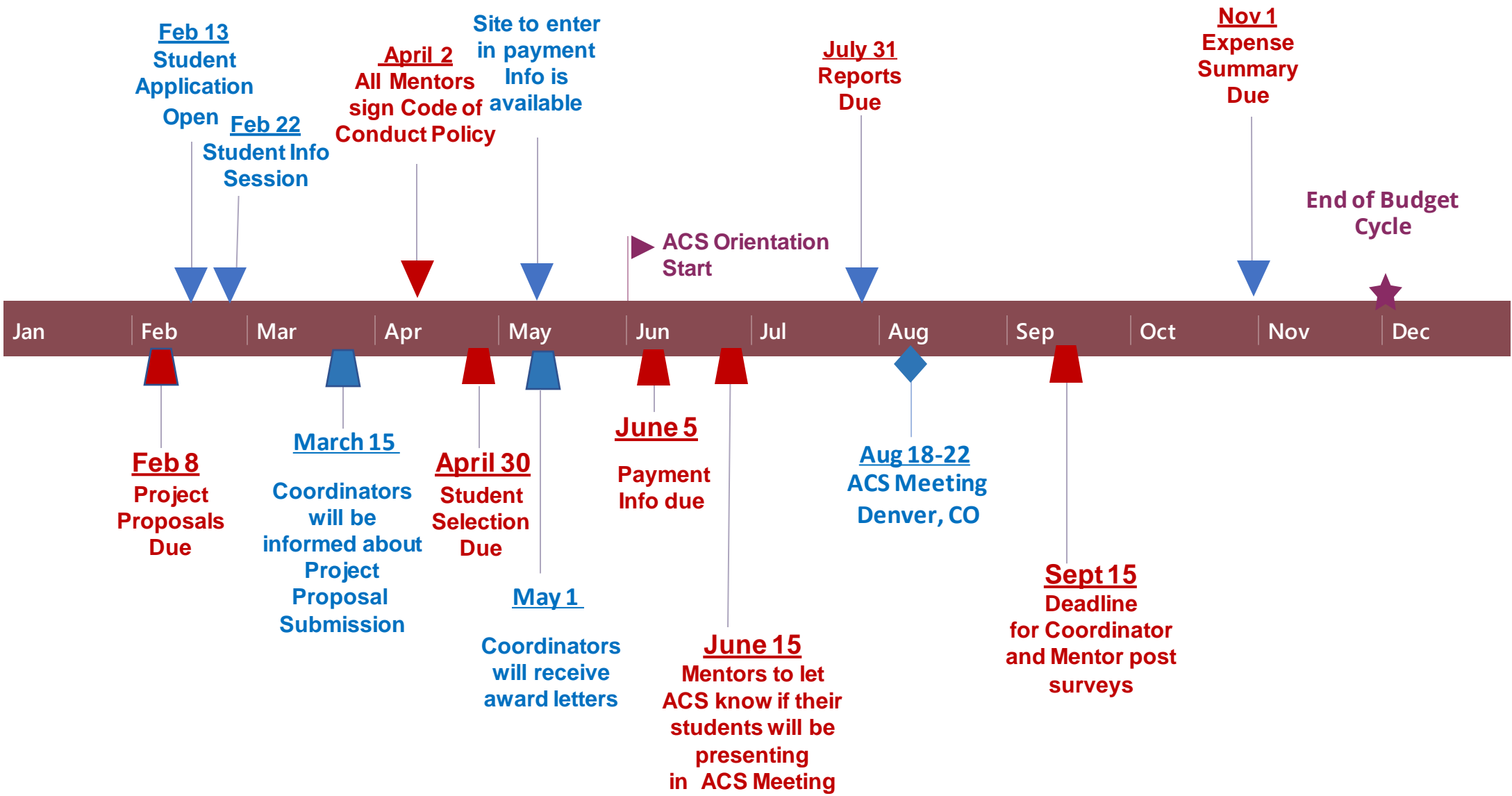- 320 students

Virtual Research Program
- 13 students

SEED Summer Plans 2024

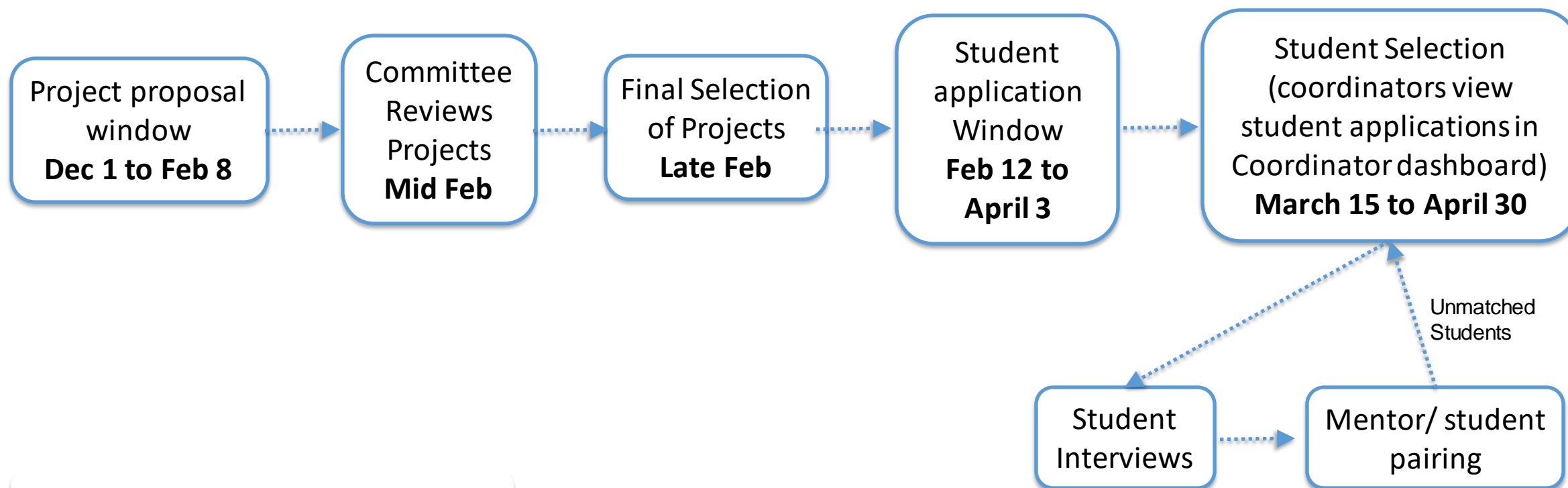# 2024 SEED Summer Coordinator Deadlines/Dates

Project Proposal and Student Selection Information

Student Application and Selection Process

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐      ┌─────────────────────────┐
│ Project proposal│      │    Committee    │      │ Final Selection │      │     Student     │      │    Student Selection    │
│     window      │ ---> │     Reviews     │ ---> │   of Projects   │ ---> │   application   │ ---> │  (coordinators view     │
│  Dec 1 to Feb 8 │      │    Projects     │      │    Late Feb     │      │     Window      │      │ student applications in │
│                 │      │     Mid Feb     │      │                 │      │   Feb 12 to     │      │  Coordinator dashboard) │
│                 │      │                 │      │                 │      │    April 3      │      │   March 15 to April 30  │
└─────────────────┘      └─────────────────┘      └─────────────────┘      └─────────────────┘      └─────────────────────────┘
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Unmatched Students

Student Interviews ---> Mentor/ student pairing

**Only eligible students may be assigned to a project

SEED Project Guidelines

- **Student stipends**
  - $4,000 for a Summer I (first-time participating student)
  - $4,000 for a Summer II student (returning student)
- **Recommended match funds (40-50% match)**
  - $1,600 - $2,000 per Summer I student or Summer II student
- **Student report/presentations required** at the end of the summer
  - Poster presentation, oral presentation, written report
  - Consider having your students present at ACS Fall Meeting in Denver!

Submitting a Project Proposal

Types:

- In-person projects

    – Students participate on site, in person, every day

- Virtual projects

    – Students participate virtually everyday

    – $1000 mentor supplements provided as incentive

    – Virtual student applications will be tagged and should be given priority for virtual projects

- NEW: Flex projects

    – Students participate in a flexible work arrangement (e.g. Two days in the lab, and three days telecommuting)

    – You will be asked to list the planned schedule for the In-Person vs Virtual days in a given week.

Submitting a Project Proposal- Roles

- Role of the Site Coordinators:

  – Update ALL Site Information (this should be done at least yearly)

  – Submit completed Project Proposal

    - Only coordinators can submit final batch of project proposals

- Role of the mentor:

  – Writing up and adding project description (coordinator can add the project on mentor's behalf, but the mentor should be the one writing up the project)

Submitting a Project Proposal- To Keep in Mind

Keep in Mind:

1. Reviewer criteria:
   - **Chemistry Relevance**
   - **Suitable Rigor**
   - **Sufficient Time**
   - **Clear Research Project**
   - **[In-Person/Flex project specific] Safety**
   - **[Virtual project specific] Student Learning And Communication Plan**

2. Your project is more likely to be accepted first round if you have been thoughtful and descriptive about safety concerns

3. Be thoughtful and descriptive when answering project questions! One sentence answers to project questions raise concerns for reviewers.

Poll

Do you have any plans to submit virtual projects?

Student Selection

- Student applications will begin to show up in your Site Dashboard as soon as they start their applications in February.

- If you release a student from your application list, they will be asked to resubmit to a different Site.

  - Please don't hold students in your list unless you plan to match them with a mentor. Allow them to resubmit to another Site.

- Student selections need to be done by the beginning of May so that we can begin preparing Site Payments and Orientation!

  - Do not leave unassigned student applications in your list. We need to be able to see who has been chosen and who has been released.
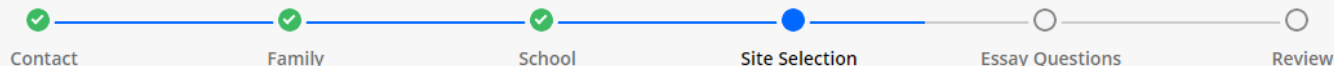
Student Application Guidelines

- Students will choose a Site

  - If you are recruiting students, advise them to choose your Site when applying

  - Practice equity in recruiting students

    - If a student applies to your Site who you did not recruit, give them a fair chance

    - If your schedule allows, set up interviews and get to know the students. This will go a long way in ensuring student success over the summer.

Student Applications- Students choose a Site

Project SEED Summer Research Fellowship Application

Contact — Family — School — **Site Selection** — Essay Questions — Review

Project Site Selection

* Required Fields

Please select the site you are interested in from the list below.

- Sites are listed in order by distance from your address.
- If you live outside of commuting distance, only sites with virtual projects will be listed.
- If you are unsure about which site to select, please contact the Site Coordinator by email (shown next to the site in the list below) to discuss options and get more information.
- Before selecting a Site, use a navigation website or app to confirm that you can easily commute to one or more of the Project Locations listed for that Site.

Site Name	Project Locations	Project Titles	Project Description	Virtual Project?	Coordinator Name & Email
○ **site test dec23**	• 200 Chevron way, Richmond, CA, 97801	project test 2 dec23 2024	project test 2 dec23 2024	Yes	dec23 2023 dec23@acs.org
	• 200 Chevron Way, Richmond tesghhh, CA, 94801	project test 5 dec23	project test 5 dec23	Yes	dec23 2023 dec23@acs.org

If you are unable to select a site from the list above based on your address, please contact the Project SEED Office (projectseed@acs.org)

Back   Continue

American Chemical Society   28

Student Applications-
Students choose a Site

Please answer the following questions:

Do you have transportation to/from your selected Site? *

Yes ▾

How will you be getting to your selected Site? *   ⓘ

Car

What summer activities do you have planned that may conflict with program (which runs all summer). Examples might include school sports practices, band practice, family vacation plans, etc. If there are no conflicts, please type in N/A. *

N/A

What are the start and end dates for those summer activities? If you have no plans, please type in N/A. *

N/A

If you have a disability and require accommodations to fully participate in Project SEED, please share what your specific needs might be. If none, please type in N/A. *

N/A

Back   Continue

Student Applications-
Students choose a Site (Mobile, Tablet)

Project Site Selection

* Required Fields

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- Before selecting a Site, use a navigation website or app to confirm that you can easily commute to one or more of the Project Locations listed for that Site.

Tap ⦂ to view more details

⦿ site test dec23

Change your selection

Please answer the following questions:

Project Site Selection

* Required Fields

Please select the site you are interested in from the list below.

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- If you are unsure about which site to select, please contact the Site Coordinator by email (shown next to the site in the list below) to discuss options and get more information.
- Before selecting a Site, use a navigation website or app to confirm that you can easily commute to one or more of the Project Locations listed for that Site.

Tap ⦂ to view more details

⦿ site test dec23

- 200 Chevron way, Richmond, CA, 97801

project test 2 dec23 2024

project test 2 dec23 2024

Virtual Project? Yes

dec23 2023
dec23@acs.org

- 200 Chevron Way, Richmond tesghhh, CA, 94801

project test 5 dec23

project test 5 dec23

Virtual Project? Yes

All changes auto-saved

dec23 2023
dec23@acs.org

Change your selection

Action Items

- Coordinators: Finalize and submit project proposals for your Site by **Feb 8**

- Begin recruiting students if possible- Student Info Session mid-February

- Coordinators LinkedIn: ACS Project SEED Coordinators Group

FAQ Questions

- **If we submitted proposals for 2023, can we resubmit those?-** Yes, but they must be updated and resubmitted. They will show up in your Site Dashboard as *Previous Year*. You must update or delete ALL previous year projects before submitting.

- **Are virtual research projects limited to computational chemistry or the like?-** No! All virtual research projects are welcomed but they must follow similar guidelines to in-person projects

Questions