

Project SEED

2020 Program Guidelines for Coordinators and Mentors

Below are the 2020 Program Guidelines to run a Project SEED site. All sites that are awarded a fellowship are expected to adhere to the guidelines as part of accepting the funding, so please be sure to read it thoroughly.

If this is your first year coordinating a site, we strongly encourage you to also visit the Project SEED website (www.acs.org/projectseed) and click on the “[Coordinate a Program](#)” tab. Program timelines are listed at the top, and general information listed beneath it. Included is a recording of our December 5th, 2019 Town Hall discussing the Project SEED 2020 application process and background information to get started. Need more detail? Click on the expandable sections on that page to read more on how to find mentors, students, details on the fellowship, and training materials (which includes two more webinar recordings with time markers).

If you are a returning coordinator, note that there are some changes from previous years. Most notably is that we will no longer process paper applications for students. An online portal will be used for ALL volunteers and student participants of the program. Additionally, student stipend amounts will increase to \$3,200 and \$3,800 for first time participating students (Summer I) and returning students (Summer II), respectively.

If you have any questions, please do not hesitate to ask, but also be sure to refer to the website, as many questions may be answered there.

Feel free to navigate through the document using the Table of Contents below (clicking on a topic will take you to that section)

NOTE: If special circumstances suggest departure from the guidelines, please email projectseed@acs.org with supporting documentation as needed.

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PROJECT SEED STUDENT GUIDELINES

Student Eligibility

- All students must be currently enrolled full-time in high school or have graduated during the summer of their participation (preferably a rising junior, senior, or recent graduate).
- All students must have taken and completed at least one chemistry course
- All students must complete and submit an online application
- All students must meet the eligibility criteria below

Student Financial Eligibility

The student must be recognized as economically disadvantaged. Preference will be given to students whose maximum family income does not exceed 200% of the current Federal Poverty Guidelines based on family size (<http://aspe.hhs.gov/poverty>). An economically disadvantaged student applicant who is physically disabled **must** be considered on the same basis as any other applicant and may not be discriminated against in anyway.

Students cannot start working until the online Student Application form and proof of family income (IRS 1040) are received and approved by the ACS Project SEED office.
ACS reserves the right to deny funding for any student who does not meet the guidelines described above unless prior approval is obtained by the ACS Project SEED. ACS will not be liable for funds distributed to students not previously approved by Project SEED.

Please refer to the 2020 Poverty Guideline Table in the Appendix of this document for a quick guide to see the likelihood of your potential student being approved to participate.

Location

The student should be a commuting student. With additional permissions from the ACS Project SEED staff, the institution (college, university, industry, or government lab) can provide room and board and appropriate supervision at no cost to the student. ACS must be notified in order to assure that liabilities are properly accounted for and that parental permissions are obtained.

Fellowships and Duration of the Program

Summer I and II students will receive a competitive fellowship with the minimum for each program determined by the Project SEED Committee of the ACS. **The 2020 Summer I (first-time participating students) and Summer II (returning students) fellowships are \$3,200 and \$3,800, respectively.** The costs of supplies or laboratory materials cannot be deducted from student fellowships. Both programs expect at least 8 weeks of participation at approximately 40 hours per week.

Payments, Surveys, and Final Reports

Each site is required to provide payment information to the ACS Project SEED office via the online application. **Personal bank accounts and checks written out to**

specific individual persons are not allowed under any circumstances. It is the expectation that the funds are received by an institution, organization, or ACS Local Section. Mentors who disburse funds to the students before the receipt of approved funds from ACS Project SEED do so at their own risk.

The ACS Project SEED office will send **one check** to the institutional sponsor or the ACS Local Section officer for disbursement to the student(s). **It is the site's responsibility to withhold the final \$500 per student until they have completed their evaluation survey and have submitted their written report at the end of the summer.** Coordinators will be able to use the online platform to verify completion of these requirements.

If this procedure is in conflict with the institution's administrative practices, other appropriate action can be considered.

ACS offers "Automatic Direct Deposit" of Project SEED payments. Your institution or university may take advantage of this payment method by filling out the Authorization of Direct Deposit Form that will be made available on the proposal website. It is also included with this email as an additional attachment. The ACS Project SEED office recommends this payment method for a more expedited issuance of funds.

Program/Student Termination

If the student terminates the program prior to completion of his/her obligation, the ACS Project SEED office must be notified immediately in writing. **The disbursed award will be prorated and the unused funds must be returned to the ACS Project SEED before the end of the institution's program.** Keep in mind that the program is not "complete" until the student completes the evaluation survey and submits their report. The final \$500 should be returned per student that does NOT complete those requirements.

FINANCIAL GUIDELINES

Fellowship awards

The Project SEED Committee determines the total fellowship funding for each approved site. The initial amount of the award letter may vary and will be subject to the final number of participants who complete the program. If the total number of participants decreases *after* the award letter is issued and received by the institution, the amount of approved funds will be reduced accordingly.

Fellowship funds provided by ACS are only valid during the year that they are approved. Any unused balance cannot be carried over to a future program year and must be returned to the American Chemical Society.

Matching Funds

Available funds will be distributed across the programs based on the percentage matching funds and size of the program. Matching funds from each returning

program are highly recommended at **\$1,250 per Summer I student and \$1,500 per Summer II student. First-time participating sites are exempt from this requirement**, but are welcome to provide matching funds if they are able to do so. Matching funds enables the Project SEED program to increase the number of participating students by supporting additional sites unable to provide full match amounts.

Supplemental Funding from SEED Sites and Participating Institutions

Sites are more than welcome to supplement the stipend amount to be commensurate with local minimum wage, to cover enhancement activities such as career panels, trips, tours, or social activities, or to cover additional expenses such as overhead, poster printing, lab consumables, supplies, and replacement parts/glassware in the event that anything is broken or damaged. Sites very frequently collaborate with other sites to increase this pool of funds or seek sponsorship by nearby corporations or organizations. If you would like assistance in putting together solicitation letters for such sponsorship, please contact the Project SEED office.

Returning ACS Funds

Checks should be written out to **American Chemical Society, Project SEED** and addressed to:

American Chemical Society
Accounts Receivable
1155 16th ST NW
Washington, D.C. 20036

Somewhere on the check or enclosed in the envelope should be a note stating that the check is intended for "Accounts Receivable; Project SEED Refund, Account #S91300, 811007".

RESEARCH AND PROGRAM GUIDELINES

Program Content

The intent of Project SEED is to provide students with the opportunity to perform *meaningful research*. Students should not solely participate as a lab dishwasher, observer, or do extremely repetitive and rote tasks. The project should allow the student to learn about and employ the scientific method in a research context, but should also bear in mind that high school students will have different capabilities. Be sure to adapt the project as needed to the students' comprehension and ability levels. The program implies no employee/employer relationship.

Research Project Limitations

The coordinators/mentors should submit only one project proposal per student. **Any change in project must be approved by the ACS Project SEED committee** by

submitting the project changes in the online platform. All changes are due by May 15th.

Students/Mentor Ratio

For a majority of high school students, this opportunity is their first time working in a research lab. Safety is of the utmost and primary concern for each participating student. As such, **a mentor should work with no more than a total of two SEED students during the summer (mentors working with two Summer I students and additional Summer II students are NOT permitted)**. Please take advantage of additional support from other lab members. Graduate student, post-doctoral fellow, and undergraduate student support is adequate to ensure that there is sufficient supervision.

Accident Insurance

ACS provides accident insurance coverage for Project SEED students, faculty members or chaperones. All participants **must be registered** prior to the start of the program. The period covered is limited to the 8-10 week Summer I and II programs each year. **The insurance company will administrate the plan on an excess basis, paying only eligible bills that remain unpaid after all other coverages have been exhausted.** The insurance coverage is not extended beyond the ACS Project SEED summer activity. The activities covered are limited to scheduled, sponsored, and/or supervised activities of ACS Project SEED. This insurance does not cover any conditions for which the insured is entitled to benefits under any Worker's Compensation Act or similar law. The ACS accident insurance policy coverage does not extend to damage or loss of personal property of the ACS Project SEED participants. Although ACS purchases accident insurance annually for Project SEED for the duration of the program, it is the mentor's duty to ensure that the student works in an environment in which all necessary and usual safety precautions have been taken. The student must understand both the precautions taken and the reasons for such precautions. A guideline booklet, "Safety in the Academic Chemistry Laboratories" for faculty and students, will be provided to mentors and Summer I students. Students should be equipped with basic personal protective equipment in the laboratory at all times, including safety goggles/glasses, lab coats, and gloves as needed.

College and Career Counseling

The mentor should give college and career counseling to the student. Sites are also welcome to host professional development activities. This includes career panels, inviting financial aid representatives to talk to students about scholarships and loans, college campus tours, writing workshops to complete college application essays, and more.

ACS will also send (along with the safety information) details on scholarships and additional opportunities within ACS for high school students.

REPORTING REQUIREMENTS AND EXPECTATIONS

The Student Report

The student must write a final report of the summer's work (three to five pages are adequate) and submit using the online platform. This will be digitally sent to the mentor, who **must cosign this report** in order for the requirement to be marked as complete. Copies should be sent to the student's high school and to any other sources from which the student received financial support.

The Evaluation Survey, designed for the program's assessment and improvement, must also be completed online by the student no later than the established deadline. **Coordinators will be able to track completion of these requirements, and only after both tasks have been completed, should the student be paid the final \$500 installment.**

The Mentor and Coordinator Reports

The mentor should complete a brief survey via the online portal. This survey will inquire about the student performance and the overall outcomes of the summer program. They will also have the opportunity to upload any photos taken over the course of the summer.

Coordinators must complete a separate survey, also via the portal. This survey will inquire about the program performance, and experience interacting with the ACS Project SEED Office. We also ask that coordinators provide any pictures, blog or news stories on their program, and any other relevant documents with the submission of this survey.

Mentors/coordinators should publicize their programs as broadly as possible. The quality of the publicity should be carefully monitored by the mentor/coordinator with respect to content and detail.

Role of the ACS and Participating Institutions

ACS coordinates Project SEED and conducts the national-level fund-raising activities. Acting under the authority of the participating institution, the local ACS Project SEED coordinator usually works with the mentor(s) to select the student(s) and to operate the program in accordance with the financial and academic guidelines set out above by ACS. The participating institution bears primary responsibility for the proper selection of eligible students within the guidelines of the program. ACS is responsible for the administration of the program and the approval of applications for students whose eligibility is outside the guidelines set for Project SEED.

Publication of Project SEED Research

Any publications resulting from the student's research should acknowledge support from ACS and the Project SEED endowment.

SITE RECOMMENDATIONS AND REMINDERS

Policies for minors on-campus

Note that institutions may have very strict and specific policies on working with minors. It is not uncommon for background checks and/or additional training to be required by each person in contact with the minor student. In some instances, there may be a requirement that minors are accompanied at all times (even outside of the lab). Be sure to consult with your institution to learn these requirements and take the necessary precautions as needed prior to submitting a proposal.

Work permits for students under age 16

Note that some states may require work permits for students under the age of 16. Consult with your institution's Human Resources office for any required paperwork. If necessary, you can limit participation to students over age 16. Dates of birth will be provided for each student application you view.

Payment/Employee Considerations for SEED Students

Note that there are some campuses that have requirements of paid personnel. Check with your respective finance office to be sure that none of these requirements are inadvertently missed. In some instances, it may be simpler to facilitate payment of the SEED students through your ACS Local Section rather than an academic institution.

Project Limitations

Project SEED was designed to help expose students to chemistry-related research and projects. However, some institutions may have strict safety-related limitations on the types of projects a minor can work on. Project SEED accepts project topics that extend beyond the scope of "wet lab" projects, including computational chemistry, chemical education (ie. developing chemistry curriculum), and more. Please feel free to inquire with the Project SEED office for more information.

APPENDIX

2020 Federal Poverty Guidelines

Please see below for a table of the Federal Poverty Guidelines. The 200% level and lower is eligible to participate. Those that are 300% and lower will have to be approved by the ACS Project SEED Office. 350% and above will NOT be eligible to participate. Note that there are different thresholds for Hawaii and Alaska; they are listed at the bottom.

Household Size	Poverty Guideline	200%	300%	350%
1	\$ 12,760	\$ 25,520	\$ 38,280	\$ 44,660
2	\$ 17,240	\$ 34,480	\$ 51,720	\$ 60,340
3	\$ 21,720	\$ 43,440	\$ 65,160	\$ 76,020
4	\$ 26,200	\$ 52,400	\$ 78,600	\$ 91,700
5	\$ 30,680	\$ 61,360	\$ 92,040	\$ 107,380
6	\$ 35,160	\$ 70,320	\$ 105,480	\$ 123,060
7	\$ 39,640	\$ 79,280	\$ 118,920	\$ 138,740
8	\$ 44,120	\$ 88,240	\$ 132,360	\$ 154,420
9	\$ 48,600	\$ 97,200	\$ 145,800	\$ 170,100
10	\$ 53,080	\$ 106,160	\$ 159,240	\$ 185,780
11	\$ 57,560	\$ 115,120	\$ 172,680	\$ 201,460
12	\$ 62,040	\$ 124,080	\$ 186,120	\$ 217,140
13	\$ 66,520	\$ 133,040	\$ 199,560	\$ 232,820
14	\$ 71,000	\$ 142,000	\$ 213,000	\$ 248,500

Alaska					
1	\$ 15,950	\$ 31,900	\$ 47,850	\$ 55,825	
2	\$ 21,550	\$ 43,100	\$ 64,650	\$ 75,425	
3	\$ 27,150	\$ 54,300	\$ 81,450	\$ 95,025	
4	\$ 32,750	\$ 65,500	\$ 98,250	\$ 114,625	
5	\$ 38,350	\$ 76,700	\$ 115,050	\$ 134,225	
6	\$ 43,950	\$ 87,900	\$ 131,850	\$ 153,825	
7	\$ 49,550	\$ 99,100	\$ 148,650	\$ 173,425	
8	\$ 55,150	\$ 110,300	\$ 165,450	\$ 193,025	
9	\$ 60,750	\$ 121,500	\$ 182,250	\$ 212,625	
10	\$ 66,350	\$ 132,700	\$ 199,050	\$ 232,225	
11	\$ 71,950	\$ 143,900	\$ 215,850	\$ 251,825	
12	\$ 77,550	\$ 155,100	\$ 232,650	\$ 271,425	
13	\$ 83,150	\$ 166,300	\$ 249,450	\$ 291,025	
14	\$ 88,750	\$ 177,500	\$ 266,250	\$ 310,625	

Hawaii

1	\$ 14,680	\$ 29,360	\$ 44,040	\$ 51,380
2	\$ 19,830	\$ 39,660	\$ 59,490	\$ 69,405
3	\$ 24,980	\$ 49,960	\$ 74,940	\$ 87,430
4	\$ 30,130	\$ 60,260	\$ 90,390	\$ 105,455
5	\$ 35,280	\$ 70,560	\$ 105,840	\$ 123,480
6	\$ 40,430	\$ 80,860	\$ 121,290	\$ 141,505
7	\$ 45,580	\$ 91,160	\$ 136,740	\$ 159,530
8	\$ 50,730	\$ 101,460	\$ 152,190	\$ 177,555
9	\$ 56,330	\$ 112,660	\$ 168,990	\$ 197,155
10	\$ 61,930	\$ 123,860	\$ 185,790	\$ 216,755
11	\$ 67,530	\$ 135,060	\$ 202,590	\$ 236,355
12	\$ 73,130	\$ 146,260	\$ 219,390	\$ 255,955
13	\$ 78,730	\$ 157,460	\$ 236,190	\$ 275,555
14	\$ 84,330	\$ 168,660	\$ 252,990	\$ 295,155