

AMERICAN CHEMICAL SOCIETY (ACS)

**2018 PROJECT SEED
PROGRAM GUIDELINES FOR
FELLOWS**

FINANCIAL GUIDELINES FOR STUDENT SELECTION

1. **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. 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 any way.

2018 Federal Poverty Guidelines

Household/ Family Size	200%	Household/ Family Size	200%
1	\$24,280	8	\$84,760
2	\$32,920	9	\$93,400
3	\$41,560	10	\$102,040
4	\$50,200	11	\$110,680
5	\$58,840	12	\$119,320
6	\$67,480	13	\$127,960
7	\$76,120	14	\$136,600

All students being considered for Project SEED with a family income over 200% of the current Federal Poverty Guidelines must be supported in a letter signed by the coordinator/mentor and forwarded to the ACS Project SEED office. The student should be admitted to the Project SEED program only after other considerations besides income eligibility are approved by the Project SEED Committee.

Students cannot start working until the 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.

2. **Work Locations – The high school student/fellow will be a commuting student. We are currently recruiting 2018 fellows. The 2018 work sites will be 1) University of Houston, 2) Texas Southern University, 3) Sam Houston State University, 4) University of St. Thomas, 5) Prairie View University, 6) the University of Texas Medical Branch at Galveston and 7) Triton Analytics. The students are placed at various work sites and no request for a particular site will be honored. The program period is set for June 11, 2018 through August 6, 2018. All students must present the results of their research at a special seminar that will be held on Friday, August 3, 2018, no exceptions.**
3. A daily commute is required to participate in this fellowship program, please do not apply if you cannot arrange daily transportation to the work location. Transportation to all work locations is the total responsibility and expense of the intern.
4. **Stipends and Duration of the Program – Summer I students will receive a competitive stipend. For 2018, the Summer I stipend will be \$2,500 and the Summer II stipend will be \$3,000. The stipends will be distributed every two weeks to the Fellows by the ACS-GHS treasurer. This is an education stipend and therefore it will not be taxed. No paychecks will be direct deposited into a fellows account; the paychecks will be mailed to each fellow by our designated banking institution.**
5. **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 Summer I and II fellowships are \$2,500 and \$3,000, 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.

6. Program Guidelines

Program Content – The intent of Project SEED is to provide students with the opportunity to do meaningful research. The students' role should not be that of dishwasher or observer. The program implies no employee/employer relationship.

Student Pre-Requisites – **The Summer I fellow candidate must have completed a one-year introductory high school chemistry course before starting the fellowship.** The Summer II student participant(s) must have participated in the Summer I program. Neither Summer I nor Summer II students can be matriculated in college.

Accident Insurance – The ACS provides accident insurance coverage for Project SEED students, faculty members or chaperones. The period covered is limited to the 8 week Summer programs each year. The insurance company will administer 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 Project SEED summer activity. The activities covered are limited to scheduled, sponsored, and/or supervised activities of 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 Project SEED participants. 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 the students. "Students must wear safety goggles and safety wear in the laboratory at all times."

Project SEED students are expected to learn as much as possible about assigned projects, be engaged and interested, and submit a final report based on their experience. Fellows will be asked to conduct research, which may involve making new compounds, collecting data or working with instruments and computers. The program requires students to submit a report based on their experiences and complete a follow-up survey. Final checks will not be submitted until all requirements are completed. Fellows are also required to give an oral presentation describing the project and work completed in an informal seminar.

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.

Students/Mentor Ratio – The development of a personal relationship between the student and the mentor is considered a key factor in raising the student's goals and expanding his/her horizons. For this reason, a mentor should work with no more than two SEED students during the summer.

Research Projects – The coordinators/mentors should present only one project per student. Any change in project must be approved by the ACS Project SEED committee within one week of receipt of the acceptance letter for a given project.

College and Career Counseling – The mentor should give college and career counseling to the student. In addition, ACS will send a College Scholarship application form for the freshman year to all eligible seniors. .

ADMINISTRATIVE GUIDELINES

1. **The Student Report** – The student must write a final report of the summer's work (At least three to five pages ts required). **The mentor must cosign this fellow's report** and a copy must be submitted to ACS Project SEED Office. Copies should be sent to the student's high school and to any other sources from which the student received financial support. The Follow-Up Survey, designed for the program's assessment and improvement, must also be completed online by the student no later than the established deadline. Upon receipt of the final report and the Follow-Up Survey from the student, ACS will send the institution the final \$500 award for disbursement to the student.
2. **The Mentor Report** – A brief report from the mentor must be sent to the ACS Project SEED office. This report should also be sent to the other funding sources, where applicable, at the conclusion of the program. 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.
3. **Publication of Project SEED Research** – Any publications resulting from the student's research should acknowledge support from ACS and the Project SEED endowment.

Please complete the following Required Application & Provide All Supporting Materials by May 15, 2018:

2018 Summer I Application and Parent's Tax Form

- A copy of the 2017 tax return for the applicant and family will be required to validate the applicant's eligibility.
Please deface all social security information.
- A letter in 200 words or more from the student applicant should be provided describing his/her interests and what the student hopes to get out of the Project SEED experience.
- A letter of recommendation/endorsement from the student's chemistry teacher
- A current Transcript, which should also include grade information for science and math courses taken in high school.

All information including a recommendation/endorsement letter from the student's chemistry teacher and transcript/grade information may be sent separately from applicant's letter and application. The information can be mailed but electronic submission is preferred and can be sent to

- **cburn49@yahoo.com**

The subject line in all emails should read: **"2018 Project Seed"**. All emails without this subject line risk being discarded or ignored. All Information Is Treated As Confidential & Discarded after Use. All Applications & Supporting Materials should be submitted to:

**Mrs. Carolyn Burnley
P.O. Box 2376
Sugarland, Texas 77487 -2376
Or
via Email – cburn49@yahoo.com
(Questions: the student should call me at 713-824-8466)**