



AMERICAN CHEMICAL SOCIETY (ACS) – Greater Houston Local Section

PROJECT SEED PROGRAM GUIDELINES FOR COORDINATORS AND MENTORS

NOTE: If special circumstances suggest departure from the guidelines, please consult project coordinator Carolyn Burnley @713-824-8466.

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.

2019 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. **Location** – The student/fellow will be a commuting student. The fellowships will take place at **Prairie View University, Sam Houston University, University of Houston and University of Texas Medical Branch @ Galveston. The program will start June 10, 2019 through August 5, 2019. The poster session for fellows (mandatory) will take place on August 2, 2019.** .
3. **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.
4. **Funding from Participating Institutions** – Participating institutions are encouraged to provide supplementary funds for each student. Also, the participating institution will be expected to bear any overhead expenses.
5. **Program/Student Termination** – **If the student terminates the program prior to completion of his/her obligation, the ACS Project SEED coordinator 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.**

ACADEMIC GUIDELINES

1. **Program Content** – The intent of the ACS 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.
2. **Student Pre-requisites** – **The Summer I student participant(s) should have completed a one-year introductory high school chemistry course.** The Summer II student participant(s) must have participated in the Summer I program. **Neither Summer I nor Summer II student can be matriculated in college.**
3. **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.

4. **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.**
5. **Accident Insurance** – The ACS provides accident insurance coverage for Project SEED students, faculty members or chaperons. 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 students. **"Students should wear safety goggles in the laboratory at all times."**
6. **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 (three to five pages are adequate). **The mentor must cosign this report** and a copy must be submitted to ACS Project SEED coordinator. 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. **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 co-coordinators, **Carolyn Burnley and Dr. Javoris Hollingsworth of the University of St Thomas** will work with the mentor(s) to select the student(s) for the annual program and to operate the program in accordance with the financial and academic guidelines set out above by ACS. ACS primary responsibility is the administration of the program and the approval of applications for students whose eligibility is outside the guidelines set for Project SEED.

4. **Publication of Project SEED Research** – Any publications resulting from the student's research should acknowledge support **from ACS and the Project SEED endowment.**