Dear Kathleen:

We are delighted to confirm the offer of an award to participate in our Summer Research Fellowship (SURF) Program for summer 2016 as a research supervisee of Professor DiBartolo. This is your official award letter. More information about this program, your commitments, or the timeline for the summer can be found here:

http://www.science.smith.edu/student-opportunities/surf/surf-participants/

Please review the requirements listed in this letter and formally accept or decline this offer by responding to this email before Monday May 2, 2016. A response from your Smith College email address will constitute your electronic signature.

HOUSING - The Smith SURF Program does not offer or provide specific subsidy for student housing. Participants are responsible for their own housing over the summer. Please contact Student Services with any on-campus summer housing questions: http://www.smith.edu/sao/reslife/. The summer housing application form will be available on the Student Services website on or around April 15, 2016.

REQUIREMENTS

- HOURS AND SCHEDULE - You will be expected to devote yourself to your SURF project for the number of weeks agreed in advance with your supervisor and approved in your SURF application. You are expected to work a minimum of 30 hours per week on your project in the place(s) and the time(s) and manner agreed in advance with your advisor. The typical SURF participant works full-time on their SURF project during their period of summer residence on campus. You will be expected to keep to the timetable specified for your project in your SURF application unless you and your advisor agree a mutually acceptable alternative (please notify us of changes at surf@smith.edu). Your stipend will be adjusted if you work less time than proposed. If your supervisor judges your work, effort, and/or attitude to be unsatisfactory, you risk revocation of your award.

- SURVEY - We ask you to respond positively to requests from Smith College to complete surveys about your participation in SURF, now and in the future. As part of an ongoing effort to assess the impact of summer research on the careers of women scientists, we track the career progress of students conducting research through periodic surveys. These assessments are important in our efforts to improve the Smith SURF Program and to secure continued funding for future students. We look forward to your participation.

ABSTRACT - At the conclusion of your summer research project, we require that you write a one page abstract describing your work. Format guidelines for the abstract can be found at http://www.science.smith.edu/student-opportunities/surf/surf-participants/. The abstracts are important to demonstrate the nature of student research at Smith, and are essential in annual reporting to the various individuals, institutions and agencies that provide the funding that makes this program possible.

- SAFETY TRAINING - If you are requested to complete laboratory safety training (both computer-based and a seminar) before start of lab work, you are required to participate and complete the training in a timely manner.
THANK YOU LETTERS- Many SURF awards are funded by endowments established by alumnae and friends of Smith College. In your acceptance below, we have indicated if you will need to write a thank you letter. We will provide details of addresses, format, and timing in communication later in the summer.

STIPEND PAYMENT: Most undergraduates will receive their stipend payment on or around June 1. If you withdraw from the SURF program after receiving your stipend, you will be asked to pay it back. If you already have Direct Deposit set up with Smith College, your stipend payment will be deposited directly into your bank account. If you do not set up Direct Deposit, a stipend check will be mailed to the address you listed on your application form (see summary form below) or your last known home address.

ACTION REQUIRED NOW IF YOU WANT TO USE DIRECT DEPOSIT BUT DO NOT HAVE IT SET UP: A Direct Deposit Authorization form can be found at: http://www.smith.edu/controller/student_payroll.php
Please complete the form and submit it immediately along with the required documentation to the Payroll and Disbursements office, College Hall 204A.

Taxes may be withheld from your stipend if you are a citizen of a country other than the U.S., that does not have a tax treaty with the U.S. Contact student payroll for more detail or with questions http://www.smith.edu/controller/student_payroll.php.

Notice to students funded via CFCD, NIH or other sources that mandate payment by hourly rate:
SURF funding supported by an external grant from NIH, or, an internal grant from CFCD must be paid to participants on an hourly basis. Federal law requires that both income tax and FICA taxes be withheld from the earnings of summer research students who are paid hourly, regardless of citizenship status. During the academic year, no withholding is made from student earnings due to work study regulations.

If you have questions not answered in this letter or on the SURF website http://www.science.smith.edu/student-opportunities/surf/surf-participants/, you may contact Heather McQueen in McConnell 208, at 413-585-3950 or surf@smith.edu.

Best wishes for a productive and rewarding SURF research experience. Again, congratulations.

Sincerely,

Margaret Lamb and Heather McQueen

***********************************************************************************************
*****

ACTION REQUIRED BEFORE MAY 2 – Delete the section(s) that does/do not apply and reply to this email

***********************************************************************************************
*****
YES, I have reviewed my award letter and the above summary of basic requirements for participation
in the Smith SURF Program. I accept the offer, under the stated terms, to participate in the program. If
I am unable to complete my research project as outlined in my application and agreed with my
supervisor, I agree to notify the Directors’ Office and, if asked, return a prorated part of my stipend.
I agree to write a thank you letter to my funder.

Type your name:
Type date:

**********************************************************************************
********************
NO, I regret that I am unable to accept your offer to participate in the Smith SURF Program for the
following reason:

Type you name:
Type date:

**********************************************************************************
********************
Please make any corrections needed to your information that we have on file (mark corrections
with ***)

First name: Kathleen
Last name: McCartney

Legal name if different from above:

Class: AD

Major(s): Psychology

Citizenship status: U.S.

Address for check (if not Direct Deposit): College Hall 201

ID: 9999999999

Phone: 413-585-2100

Project Title: Child Care and Child Development

Field of Study: Psychology

Faculty Advisor: Patty DiBartolo

Duration: 10 weeks

Start Date: 5/16/16
End Date: 7/29/16

Funding Source: Schultz Foundation

Stipend Amount: $3800