

ACM FaCE Project Workshop

Protecting Human Subjects in Student Inquiry Projects:

Addressing the Educational, Ethical, and Legal Obligations of Liberal Arts Institutions

February 23-25, 2012

Carleton & St. Olaf Colleges

Northfield, MN

Dear ACM Symposium participants:

We are looking forward very much to your participation in the upcoming ACM Symposium at Carleton & St. Olaf Colleges on *Protecting Human Subjects in Student Inquiry Projects*. The purpose of this memo is to provide the details you will need to make travel arrangements, to solicit information about your arrangements, and to deliver your first “homework assignment.” The memo is lengthy, but please read it carefully in order to understand policies on travel and lodging and to help us stretch our budget as far as possible, which will minimize costs for institutions that are sending additional participants. Our arrangements are consistent with the policies and practices followed by ACM in its inter-institutional events.

BASICS

The symposium will take place at the Carleton College [Weitz Center for Creativity](#), 320 Third St. E. in Northfield. We will begin with an initial meeting at **4:00 pm on Thursday, February 23** at the Weitz Center, followed by a 6:30 pm reception and 7:30 pm dinner at [Fermentations Bistro](#) in the nearby village of Dundas. All remaining symposium events will be held in the Weitz Center, including meals – breakfast at 8:00 am on both Friday and Saturday mornings, lunch and dinner on Friday, and a box lunch on Saturday. Our program will end at **1:00 pm on Saturday, February 25**. Please keep the start and end times in mind when you are making your travel arrangements.

Information about the Protecting Human Subject project is posted on the project website: http://serc.carleton.edu/acm_face/projects/human_subjects/index.html

We will be posting documents for your review throughout the month of February, in hopes that we can “hit the ground running” and make as much progress as possible during our short time together. There is also a very short “homework assignment” for each of you to return along with your registration form, the results of which we will compile and post on the project website.

PARTICIPANT LIST AND REGISTRATION

Our grant from ACM will cover all the costs of participation (lodging, meals, and round trip transportation from your home campus, including air fare, mileage, rental car, tolls, parking, etc.) for one participant per institution. Participation costs for additional participants will be borne by the participant’s home institution.

We have attached a list of the participants whose names have been provided to us by their institution's dean, and in the case of institutions with multiple participants, we have designated the individual whose expenses will be covered by our ACM grant. (We needed to do that because there are slightly different procedures involved in making your travel plans if you are the ACM-funded individual from your institution, as you will see below.) Please check this list and let us know if anyone's plans have changed such that they will be unable to attend, or if there are any additional participants whose names are not on the list.

We will also need some information from all of you to coordinate ride-sharing for those of you traveling by air, and to finalize our planning for meals. **Please return the attached registration form as soon as possible, and no later than Wednesday, February 1, 2012.**

TRANSPORTATION

Air travel

ACM-funded participants: The grant will reimburse you the price of a 14-day advance ticket. Drive time between the Minneapolis/St. Paul airport and Northfield is about 45 minutes, so to allow time to secure or drop off the rental car, we recommend that you make your airline reservation so you arrive in Minneapolis by about 1:00 pm on Thursday, February 23, and depart Minneapolis no earlier than 4:00 pm on Saturday, February 25. To assist us in arranging for ground transportation (and to obtain the best fares), please make your airline reservations as soon as possible. **We ask that you use ACM's preferred travel agent, Foremost Travel and Tours, which will bill us directly for the cost of your airfare.** Travelers are still able to select a convenient schedule and receive frequent flyer mileage but do not have to worry about payment and reimbursement.

To make your flight arrangements, please contact Dan Lindell at Foremost Travel & Tours, toll-free at 1-800-225-7185 or via email at dan@foremosttravel.com. Dan is more accessible via e-mail, since he is often on the phone. Please identify yourself as a participant in the ACM Protecting Human Subjects symposium; Dan has a list of people who will be contacting him and whose airfares will be paid by our grant. Dan will check your options and, after consulting you, confirm your reservations. Tickets will be delivered electronically within 24 hours of confirming your reservation. PLEASE NOTE: Airlines have tightened their policies regarding changes and unused tickets. In most cases, unused tickets have no value; keep this in mind as you make your reservation.

If you have already made your airline reservations, that's fine; your air travel expense will still be covered by the grant. You can include your airline receipt with your other reimbursement documentation.

Institutionally-funded participants: You are welcome to make whatever arrangements work best for you within your institution's policy parameters. If you wish, you may also work with Dan Lindell at Foremost Travel; he has your names as well, and knows that you will be providing your own billing information.

Ground transportation & ride-sharing for air travelers

All participants: For those of you traveling to the airport in Minneapolis, we will coordinate ride-sharing with other participants to and from the airport. Once we have everyone's arrival and departure times, and information about who is willing to be a driver, we will set up carpools, notify all carpoolers about who is traveling with whom, and contact the drivers to ask them to reserve rental cars (rental car agencies generally prohibit third-party reservations). We will try to group travelers such that rental car costs can be covered by the grant rather than by institutions. Once you are in Northfield, feel free to arrange carpools back and forth between the hotel and the symposium site however you wish; we're just assisting with transportation planning between Northfield and the Minneapolis/St. Paul airport.

Mileage and rental cars for participants traveling by car

ACM-funded participants: If you will be driving more than 150 miles one way to the event, we ask that you rent a car through the policies of your home institution. If you rent a car, the symposium grant will reimburse your home institution, or you, for actual rental costs plus gasoline (with receipts), following the billing formula that is used by your institution. Fill-ups through the rental company are not reimbursable since their filling fees are much higher.

If you choose to drive your own car and your travel is more than 300 miles roundtrip, the grant will only reimburse you for a maximum of 300 miles. If you choose to drive your own car, you will be reimbursed at a rate of \$0.555/mile.

Institutionally-funded participants: You are welcome to make whatever arrangements work best for you within your institution's policy parameters.

HOTEL ARRANGEMENTS

We have reserved rooms for all participants from institutions outside Minnesota at the Country Inn, 300 South Highway 3, Northfield, MN 55057 (<http://www.countryinns.com/northfield-hotel-mn-55057/mnnorthf>). The Inn is less than a mile from the Weitz Center (about a four-minute drive). Check-in is available at 3 pm and check-out is a noon. Amenities include an indoor pool and whirlpool, free Wi-Fi Internet access and a Business Center.

You do not need to reserve your own room. However, there are different billing arrangements for different participants:

ACM-funded participants: The hotel will bill us directly for the cost of your lodgings. You will be asked to provide a personal or institutional credit card for incidentals.

Institutionally-funded participants: The reservation is being held with a St. Olaf purchase card; you will be asked to provide a personal or institutional credit card upon check-in.

MEALS

We are providing all meals during the symposium – dinner on Thursday 2/23; breakfast, lunch, and dinner on Friday 2/24; and breakfast and box lunch on Saturday 2/25. There are somewhat different arrangements related to meal expenses for ACM-funded and institutionally-funded participants.

ACM-funded participants: The grant will cover all meal expenses, including meals during travel to and from the symposium and all meals during the symposium as described above.

Institutionally-funded participants: Although we indicated in our call for nominations that expenses for any additional institutional participants would need to be funded by the institution, we are hopeful that, with the funds we have available, we will be able to cover the cost of symposium meals for all participants, whether or not they are designated as ACM-funded. However, in the event that our grant can't stretch far enough, we will seek modest reimbursement for symposium meals from the institutions that sent additional participants. We will send the request to the ACM-funded participant at that institution.

REIMBURSEMENT PROCEDURES

ACM-funded participants: A reimbursement form will be provided with your symposium materials on site. Please save all receipts for submission along with the completed form. It will be very helpful to us if you are able to submit your reimbursement request as soon as possible upon return to your home institution.

Thank you for your attention to these important details! Please contact Foremost Travel directly to arrange your travel, and then return the completed registration form to my attention (beld@stolaf.edu) no later than **February 1, 2012**. Please e-mail or call if you have any questions.

Cordially,

Jo Beld, St. Olaf College
Project Director, *Protecting Human Subjects in Student Projects*

Attached: Registration form
 Participant list
 Homework assignment