

General

- Commitment to the projects proposed cannot supplant a student's commitment to their academic program.
- Students must have a faculty person who can attest to their preparedness for the project and capacity to take it on responsibly in conjunction with their academic program.
- Students are required to disclose their academic standing on application. If a student is on academic probation, they are eligible to apply to the lab; in such instances, the role of the faculty reference or advisor will be especially central.
- The Lyons Arts Lab does not provide honoraria or otherwise compensate students for their creative research.
- The Lyons Arts Lab supports student curricular or extracurricular independent research and collaborative projects; it does not support student club activity. Student clubs should seek support from Campus Life.
- Students are required to report to the lab any additional funding received for a project; failure to do so may result in
 - a) the requirement to return funds to the lab and/or
 - b) ineligibility for future funding through the Lyons Arts Lab.
- With the exception of mentorship, which can be paired with other projects, students can receive support for one project at a time.
- If a student is not executing a project responsibly, the lab reserves the right to withdraw support.

Reporting, Credit, and Attendance

- Applications do not require a formal letter of support from a faculty member, but they do require students to list a reference. Students must have explicit permission from faculty references to list them on the application.
- For all Lyons Arts Lab support, students will submit a written report that describes the work and how the funds were used to support it, identifies discoveries, and articulates future directions based on their experiments. The report will include evidence of the research production such as images, video, or audio files. Failure to submit this report may result in
 - a) the requirement to return funds to the lab and/or
 - b) ineligibility for future funding through the Lyons Arts Lab.
- Students undertaking major projects are eligible to register for credit through a Lyons Lab Arts Independent Study.
- A student can receive no more than three credits per semester and seven credits over the course of their academic career from the lab.
- All students funded by the lab will attend required events to share their work.
- If students receive major project support, they are expected to responsibly participate in invited opportunities in subsequent semesters to present the project on behalf of the lab and the College.

Equipment and Technology

- All non-consumable goods (technology, reusable equipment, etc.) remain property of the College.
- Students may sign out an item for the duration of a project on a short- or long-term basis.
- If requesting an item over the summer, students need to fill out the summer Equipment Loan Application.
- Before requesting an item, students must check with Academic ITS and Colby's academic departments to see if the resources they need already exist on campus.

Purchasing

- In most cases, purchases can be made by the Lyons Arts Lab directly.
- If a student purchases an item with prior approval, reimbursements may be considered taxable income and require paid invoices or receipts.
- If a student makes purchases without prior approval, reimbursement is not guaranteed.

Travel

- If travel is required for a project and a student drives a personal vehicle, the Lyons Arts Lab reimburses for gas and tolls, with receipts only.
- In all cases, students need to submit paid invoices or receipts. Without receipts, a student cannot be reimbursed and will be required to return any advance funds to the lab.