

Payment Request Process

- SRAs are doing work that is primarily of benefit to a faculty member's research and the College. They are paid through Payroll using the Student Financial Services supervisor portal. Follow the instructions under [How are SRAs paid?](#) on the Undergraduate Research page.
- SRPs are working with faculty mentors, but primarily for their own educational benefit. They are paid through Accounts Payable before the research experience begins, using a **new OnBase form**. Please see the instructions under [How will payments be processed for SRPs?](#), which includes a link to the new form. Use this form to pay students from faculty grants, department budgets, department endowed funds, and other fellowship funds.

Student Travel

- Students should follow the [travel guidance from the US State Department](#) for foreign travel and the [travel guidance from the CDC](#) for domestic travel.
- If they are fully vaccinated (14 days or more after completing their vaccination sequence), students do not need to test before traveling or quarantine upon arrival to Carleton. Proof of vaccination status will be requested as part of the Covenant expectations (see below).
- If they are not fully vaccinated, students will need to provide proof of a negative SARS-Cov2 test result taken no more than 72 hours before their arrival on campus.
- Students who are either fully vaccinated or who have proof of a negative test may begin in-person research upon providing that proof.
- More details concerning how to report vaccination and test results to the college will be communicated closer to June 14.

Expectations on campus

- All students on campus must agree to abide by [Carleton's Covenant](#). This includes:
 - Reporting their daily symptoms
 - Getting tested for SARS-Cov2 when they are symptomatic
 - Wearing masks when in shared, indoor spaces
 - Vaccinating against SARS-Cov2; either proof of prior vaccination or students must seek a vaccine in Minnesota.
- Students with positive test results must isolate, either in designated space on campus or in their lodgings off campus.
 - Close contacts of a positive case who are not fully vaccinated must quarantine (either in their room or in a space set aside on campus).
 - Fully vaccinated close contacts of a positive case do not need to quarantine
- Research students must complete [COVID-19 Safety Training for Carleton Faculty and Staff](#) (Moodle)
- For research groups where all members are fully vaccinated, we may be able to relax some of the behavioral expectations (e.g. physical distancing) in the Covenant. We will

follow guidance from the Minnesota Department of Health and the CDC and we may make adjustments, if appropriate.

Housing

- Students can [request a room on campus through Carleton's Office of Residential Life](#)
- There is no campus meal plan for summer break, although the Sayles-Hill Snack Bar will be open.

OneCard Access

- During the summer, students can use their OneCard to access most academic buildings between 8 AM - 8 PM, M - F. Gould Library will be accessible by OneCard from 9 AM – 5 PM, M - F.
- All students living on campus will have OneCard access to their dorm and Sayles-Hill.
- You will need to submit a request to enable your research student(s) to have OneCard access to your building, outside of the standard hours, and your research, department, or classroom spaces. This can be accomplished by emailing dooraccess@carleton.edu.