



ARCS Foundation, Inc.

Achievement Rewards for College Scientists

UNIVERSITY RELATIONS MANUAL

AMENDED AND RESTATED June 2023 (PENDING)

ARCS® Foundation Mission

ARCS Foundation advances science and technology in the United States by providing financial awards to academically outstanding U.S. citizens studying to complete degrees in science, engineering and medical research.

ARCS® Foundation University Relations Manual (UR Manual)

ARCS® Foundation By-laws and Standing Rules governing University Relations functions, at both the National and Chapter level, are contained herein. Also included, and defined, are guidelines that allow for flexibility within each Chapter.

This University Relations Manual has been prepared specifically for use by Chapter Presidents and Chapter University Relations officers. Divided into self-explanatory folders, the manual is posted on the website for reference and guidance and can be found in the Chapter member website in the Document Library.

*[Document Library: Select *National Library / National Handbooks and Manuals / University Relations Manual and Forms*]*

Updates may be required from time to time, so please refer to the website for the most current versions of the manual.

If you have questions about any part of this manual, contact the National Board (NB) Chair, University Relations.

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FOLDER 1: ARCS NATIONAL UNIVERSITY RELATIONS PROTOCOL

In the event of a conflict between the provisions of this University Relations Manual and the Bylaws and Standing Rules of ARCS Foundation, the provisions of ARCS Foundation shall control.

F1.1 NATIONAL BYLAWS RELATING TO UNIVERSITY RELATIONS (UR)

From Bylaws, approved and effective January 21, 2023

Section 6.2.7 University Relations Committee

The University Relations Committee shall be chaired by the NB Chair, University Relations.

In addition to the authority and responsibilities set forth in the Bylaws, the authority and responsibilities of each Standing Committee shall be as set forth in its charter in the Standing Rules.

F1.2 NATIONAL STANDING RULES RELATING TO UNIVERSITY RELATIONS

From Standing Rules, approved and effective July 1, 2022

1. Organization of Foundation of National Board

B. Standing Committees of the Board (set forth in Section 6.2 of the Bylaws)

APPENDIX B: Charters of the Standing Committees (effective July 1, 2022)

University Relations Committee

The University Relations Committee shall review applications for new departments or programs within new universities or for additional departments or programs within current Academic Partners as submitted by a chapter; it shall make a recommendation to the NB for action on such application as it deems consistent with the standards of excellence established by ARCS.

2. Duties and Responsibilities of the Standing Committee Chairs

The Committee shall also maintain and update the UR Manual and Standing Rules approved and effective July 1, 2022. APPENDIX E-2:

Section III. A. Manuals are designed to promote uniformity and consistency among National and all Chapters, and any amendment or modifications of a manual shall be subject to NB approval.

F1.3 NATIONAL UNIVERSITY RELATIONS COMMITTEE CHARTER

From Standing Rules, approved and effective July 1, 2023 (pending)

PURPOSE

The University Relations Committee (the "Committee") is a standing committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Ensure continued consistency and quality of institutions ("Academic Partners"), schools, departments, programs, and scholars funded by the Chapters of the Foundation; and
- Support the mission of the Foundation to fund exceptional scholars in the country's leading programs in science, engineering, and medical research by maintaining consistently high standards when recommending applicant institutions, schools, departments, and programs for ARCS Foundation Chapter funding.

STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint from time to time. The Committee shall consist of at least five (5) members, of which the Chair, Chapter Engagement shall serve as an ex officio member.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters. No member of the Committee shall be an employee or consultant to the Foundation or an employee of the Foundation's association management firm.
3. Chair. The Chair, University Relations shall be elected by the National Board ("NB") and shall serve as chair of the Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Chair, University Relations. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Chair, in consultation with the President, may remove members of the Committee and shall report to the NB the removal of members from the Committee.

AUTHORITY AND RESPONSIBILITIES

1. The Committee shall (a) review and recommend for NB approval new applicant institutions and (b) review and approve academic schools, departments, and programs of NB-approved Academic Partners nominated by a Chapter of the Foundation to determine qualification for scholar funding by a Chapter.
2. The Committee shall monitor required site visits conducted by Chapters on an annual basis.
3. The Committee shall maintain a database of approved Academic Partners and their schools, departments, and programs.
4. The Committee shall work to improve methods to evaluate the relative rankings of Academic Partners and their respective schools, departments, and programs, to improve the efficiency of academic reviews, to increase the funding of graduate versus undergraduate scholars, and to improve the relationships of Chapters with their funded

Academic Partners.

5. The Committee shall provide support for the Chapters and improve consistency of standards among ARCS Foundation Chapters by maintaining the University Relations Manual and training materials, and by providing training sessions from time to time for Chapter university relations leaders and committee members.
6. The Committee shall review the survey results (when conducted by the Evaluation Committee) of Academic Partners and propose any needed recommendations or guidelines.
7. The Committee shall monitor current level of Chapter commitments to undergraduate institutions and determine whether to direct more awards to graduate students versus undergraduates.
8. The Committee shall assist (a) the Chapter Engagement Committee and the Finance Committee with new Chapter development; and (b) the Chapter Engagement Committee with oversight of the policies and procedures for Chapter Scholar Awards.
9. The Committee shall review the annual submission by each Chapter of its ARCS Scholar information in the ARCS Scholar Data Base.
10. The Committee shall coordinate with the Information Strategies Committee to update pertinent subject matter areas on the P.A.T.S. Learning Portal.
11. The Committee shall assist the Council of Presidents with any needed recommendations or guidance on issues pertaining to university relations.
12. The Committee shall incorporate the principles of diversity, equity, and inclusion as it performs its duties and responsibilities.

PROCEDURES AND ADMINISTRATION

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. A simple majority of the Committee members shall constitute a quorum for all meetings. Once a quorum has been attained, approvals are decided by a majority vote of those present and voting, unless otherwise specified. Any Committee members participating in a new institution or new school, department or program approval from their Chapter shall recuse themselves from voting on the matter. Such members shall disclose their conflict and may respond to requests for additional information or clarification from Committee members. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee is required to keep minutes of its meetings.
2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
3. Reports to the NB. The Committee shall report regularly to the NB.
4. Charter. The Committee shall, from time to time as it deems appropriate, review and reassess the adequacy of this Charter and recommend any proposed changes to the NB for approval.

DUTIES AND RESPONSIBILITIES OF THE CHAIR, UNIVERSITY RELATIONS

Effective July 1, 2022

In addition to the duties and responsibilities set forth in the Bylaws and Standing Rules, the Chair, University Relations Committee:

- Chairs the University Relations Committee;

- Serves as primary contact between the NB and the Chapter Vice Presidents of University Relations;
- Reviews and revises the University Relations Manual as required;
- Ensures that Chapters have a thorough understanding of ARCS Foundation Scholar Awards requirements and procedures;
- Provides research materials as needed to Chapter Vice Presidents of University Relations and the Chair, Chapter Engagement Committee, regarding opportunities for the development of new Chapters;
- Works in conjunction with Chair, Chapter Engagement, and Chair, Council of Presidents, to review procedures relating to University Relations Matters, such as site visits;
- Recommends and exchanges information on issues pertaining to university relations; and
- Coordinates with the Vice President for Operations to
 - review the annual submission by each Chapter of its Scholar information in the Scholar Data Base;
 - review Chapter Profiles for completion and accuracy prior to compilation as the annual Chapter and National Profile report and prior to assessment of National dues by the Treasurer for the next fiscal year; and
 - assist the Vice President for Operations in the preparation of the annual compilation of the Chapter and National Profiles;
- Updates the job description biannually for Chair, University Relations Committee and submits changes to the Governance Advisory Committee, or in the absence of such an advisory committee, to the Vice President for Operations;
- Maintains the University Relations Committee folder and materials in the National Library;
- Reviews website pages to ensure that relevant committee information is current and notifies IS Advisory Committee of any necessary updates; and
- Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel PowerPoint) and Adobe Acrobat.

F1.4 NATIONAL PROCEDURES RELATING TO UNIVERSITY RELATIONS

1. PROPOSALS OR RECOMMENDATIONS FOR CHANGES OR WAIVERS TO UR PROCEDURES

Any proposals or recommendations, unrelated to institution/department/program approval processes (see FOLDER 2), forwarded to the NB UR Committee must first be approved by the respective Chapter Board of Directors. A Chapter's request for approval from the UR Committee should be made in a cover letter from the respective Chapter president that includes the Chapter Board's date of approval.

2. FUNDING OF DEPARTMENTS, PROGRAMS, MULTIDISCIPLINARY PROGRAMS

Chapters must have received written notice of approval of the department or program/or multidisciplinary program from the NB Chair, University Relations Committee before funding or promising to fund a new department, program, or multidisciplinary program.

3. FUNDING OF ARCS ACADEMIC PARTNERS PRIOR TO ADDING A NEW INSTITUTION

ARCS Foundation recommends that an ARCS Chapter grant a minimum of \$75,000 per year in Scholar Awards to each of the Chapter's current Academic Partners before seeking approval of a new institution. The UR Committee will take funding levels into account when considering a Chapter's request to approve a new institution.

4. CONTINUOUS MONITORING OF ACADEMIC PARTNERS

To ensure that Academic Partners continue to maintain ARCS Foundation's standards of excellence, each Chapter shall conduct a site visit at each of its Academic Partners at least once every three years. The date and outcome of each site visit(s) shall be reported to the NB University Relations Committee Chair. Copies of Site Visit Forms and pertinent meeting notes will be maintained in the Chapter's online document library, and the Chapter Profile will be updated to indicate completion.

5. DISTRIBUTIONS

ARCS Scholar Award funds are to be granted in addition to any existing stipend and tuition support. ARCS funds are to be awarded only to scholars in ARCS approved departments or programs within approved Academic Partners. ARCS Scholar awards are to be distributed to the Academic Partner in full by the beginning of the fall term or at the beginning of each semester for benefit of the ARCS Scholar(s).

Academic Partners must give the scholar award funds to the selected ARCS Scholar in accordance with the Chapter's instructions. A Chapter may apply for a waiver to this policy to permit the distribution of ARCS Scholar Award funds directly to Scholars.

The entire amount of the annual award is to be given to the Scholar, during the designated academic year, without any deductions or offsets of any kind, including deductions for fees or costs of administration, development, overhead, or otherwise by the institution.

6. SCHOLAR AWARD AMOUNT

The minimum annual amount of an ARCS Scholar Award is \$5,000 per Scholar. ARCS Foundation has set a goal for an annual ARCS Scholar Award to be a minimum of \$7,500.

7. SELECTION OF SCHOLARS

ARCS Foundation members shall not participate in the direct selection of students who receive Scholar Awards. ARCS Foundation members shall not directly review student records or interview and evaluate students. A Chapter may apply for a waiver to this policy in special circumstances. (See FOLDER 9.)

Academic Partners are responsible for the selection of ARCS Scholars in accordance with the following specific ARCS Foundation, Inc. criteria:

An ARCS Scholar must:

- Be a citizen of the United States;
- Be enrolled full-time, majoring in the sciences, engineering or medical research;
- Have and maintain a minimum grade point average (GPA) of 3.5 or equivalent; and
- Be selected without regard to race, gender, or religion.

SUMMARY OF RESEARCH RELATED TO SCHOLAR AWARDS BEING AWARDED TO U.S. CITIZENS ONLY

ARCS is a private organization; therefore, it can set the criteria for the awarding of ARCS Scholar Awards. The money ARCS gives is also private money and, as such, is disbursed according to ARCS criteria. Universities are governed by the Federal Department of Education, which does have stipulations dealing with discrimination. However, these rules and regulations govern Federal and State money, and not private money. All rules and regulations are open to different interpretation, but chapters can be assured that they may continue to award the ARCS Scholar Awards as they have been doing. (NB Minutes - Sept. 24, 2000)

8. CONTINUING SCHOLARS

It is recommended but not mandatory that ARCS Scholar Awards are to be awarded to a student for a minimum of two years or until the degree in the Scholar's stated field is earned, whichever is sooner. The Scholar Award may be renewed, if the Chapter chooses, for a Scholar who remains in the same field of study. The Scholar Award is not to exceed five years.

9. POSTDOCTORAL FELLOWSHIPS

No postdoctoral fellowships shall be granted by a Chapter with the exception of those programs which have been grandfathered into the program.

10. CHAPTER REPORTING OF DOLLARS GRANTED TO SCHOLARS

Chapters are to provide National with a list of current scholars each year by the end of October. The Chapter Profile and Scholar Summary of the current academic year is to be completed by the Chapter President as specified in the ARCS Compliance Resource Guide.

[Document Library: Select National Library / National Handbooks and Manuals / Compliance Resource Guide]

11. SCHOLAR ADDRESS INFORMATION

New and continuing Scholars should input their own information on their Scholar Profile in the Scholar/Alumni database on the website. This information should include their academic email address as well as a personal email address. This

information should be placed on the profile as soon as their Scholar Awards are received, and as changes occur it should be updated in a timely manner.

FOLDER 2: INSTITUTION/SCHOOL/DEPARTMENT/PROGRAM

APPROVAL PROCESS

ALL Institutions/Departments/Programs **MUST** be approved by ARCS National through the National Board University Relations review and approval process.

F2.1 Process for Application and Approval

1. Formal written request for approval, together with the appropriate University Relations Approval Form and supporting documents should be submitted to the National Chair, University Relations at least six weeks before a scheduled National Board meeting (dates listed on website) in order for timely review. The Chapter may be asked to provide additional information for review by the National URC.
2. The National Chair UR reserves the right to defer an application.
3. Use University Relations New Institution Approval Form for approval of a new university. Note that this form must be accompanied by at least one New Department Approval Form.
4. Use University Relations New Department Approval Form for approval of Schools, Departments, Programs or Multidisciplinary Programs within an existing ARCS Foundation Academic Partner.
5. The Chapter President, or a representative from the Chapter, may be invited to attend the National University Relations Committee (URC) meeting to present highlights of the application and to answer questions during the discussion phase of the Chapter's application review process.
6. Upon review of submissions, National URC may take the following action:
 1. University Relations New Institution Approval:

The Committee will recommend approval or disapproval of funding by majority vote. The NB URC will present its recommendation to the full NB for its approval or disapproval by majority vote. The National Chair UR reserves the right to defer an application until a future board meeting.
 2. University Relations New Department Approval:
 - a. If the Department/Program, or existing Academic Partner housing it, is ranked within the top 50 in the nation (see Suggested Resources for Ranking Departmental Submissions in this University Relations Manual, FOLDER 10.3), the UR Committee may, at its discretion, approve for funding by majority vote. The NB University Relations Chair must inform the NB of action taken before the chapter is notified.
 - b. If the Department/Program or existing Academic Partner housing it is not ranked in the top 50 in the nation (see Suggested Resources for Ranking Departmental Submissions in this University Relations Manual, FOLDER 10.3), the UR Committee will vote, by majority vote, to recommend approval or disapproval of funding. The NB URC will present its recommendation to the full NB for its approval or disapproval by majority vote.
 3. University Relations Administrative Change New Approval:

The National Chair UR will approve or disapprove changes to college/program/departments names. The National UR Committee will approve or disapprove substantive changes (e.g. curriculum changes, new degrees within approved departments, department moves) by majority vote. The National Chair UR reserves the right to defer an application until a future URC meeting.

7. Notification of results will be provided in writing by the National Chair UR to the Chapter President immediately following a final approval by either the UR Committee or the National Board. National UR Committee reserves the right to reject an application if it does not meet ARCS Foundation approved standards.
8. National Chair UR is responsible to update and maintain the lists of approved institutions/departments/programs, which can be found on the member website in:

[Document Library: Select National Library / NB Committees Councils Task Forces Sub-Committees / Committees - National Board / University Relations Committee / Approved Institutions & Departments]

F2.2 Approval Forms

1. University Relations New Institution Approval Form
 - a. Submission for funding an Institution not previously approved for ARCS funding.
 - b. Request for approval requires a majority vote of the Chapter's voting membership.
 - c. The request must be submitted to NB Chair UR, six weeks prior to a NB meeting. Late submissions may result in postponement of review to the next NB meeting.
 - d. The form is a fillable form and can be completed online.
2. University Relations New Department Approval Form
 - a. Submission for funding a new Department, Program, or Multidisciplinary Program within existing Academic Partner approved for ARCS funding
 - b. Chapter board 2/3 vote is required for submission.
 - c. The request must be submitted to NB Chair UR six weeks prior to a NB meeting. Late submissions may result in postponement of review to the next NB meeting.
 - d. The form is a fillable form and can be completed online.
3. University Relations Administrative Change Approval Form
 - a. Submission for administrative changes only (e.g. department name change; curriculum revision, etc.).
 - b. Chapter board majority vote is required for submission.
 - c. The form is a fillable form and can be completed online.

All approval forms and information on completion can be found on the chapter member website in:

[Document Library: Select National Library / NB Committees Councils Task Forces Sub-Committees / Committees - National Board / University Relations Committee / Manual and Forms]

FOLDER 3: APPROVED SUBJECT AREAS OF STUDY

F3.1 Areas of Study / Multidisciplinary Studies

The following subject areas represent general categories. The National UR Committee will review this list on a regular basis and other areas of study may be approved at the discretion of the National Board.

This list is a guideline for Chapters when considering support of a new department, program, multidisciplinary program, or area of study within an applicant institution or an existing Academic Partner.

1. Sub-categories of each area may be approved, e.g., cell and molecular biology.
2. Multidisciplinary studies wherein each component is on the list below may also be approved, e.g., biomedical engineering.
3. The URC welcomes discussion of new, emerging areas of science that may qualify for ARCS approval.

AREAS OF STUDY

AERONAUTICS
AGRICULTURE
ASTRONAUTICS
ASTRONOMY
ATMOSPHERIC SCIENCES
BIOCHEMISTRY
BIOGEOCHEMISTRY
BIOINFORMATICS
BIOLOGY
BOTANY
CHEMISTRY
COMPUTATIONAL BIOLOGY
COMPUTER/INFORMATION SCIENCE
DENTISTRY (graduate study only)
ECOLOGY
ENGINEERING

ENTOMOLOGY
ENVIRONMENTAL STUDIES
EPIDEMIOLOGY
FISHERY SCIENCE
FOOD SCIENCE AND NUTRITION (graduate study only)
FORESTRY
GENETICS
GEOLOGY
IMMUNOLOGY
MATHEMATICS
MEDICINE, including MD, MD/PhD & MSTP (Medical Scientist Training Program)
MOLECULAR BIOLOGY
NEUROSCIENCE
NURSING (graduate study only)
OCEANOGRAPHY
PHARMACOLOGY
PHYSICS
PUBLIC HEALTH (graduate study only)
RANGE MANAGEMENT
SPEECH AND HEARING SCIENCES
SPACE SCIENCE
STATISTICS
VETERINARY MEDICINE
WILDLIFE MANAGEMENT
ZOOLOGY

F3.2 Hard and Soft Sciences

Some of these disciplines may include research that is not considered “hard” or “basic” science. ARCS funding is to be used for departments/programs or multidisciplinary programs that specialize in research rather than clinical studies. Multidisciplinary programs must include the “hard sciences” and the degree must be granted from those departments.

There are many points of view on the web, including more nuanced distinctions. Here is one consideration of how to view hard vs soft science.

EXPLANATION OF HARD AND SOFT SCIENCE

*The Science Council * gives this definition of science: "Science is the pursuit and application of knowledge and understanding of the natural and social world following a systematic methodology based on evidence." The council describes the scientific method as being comprised of the following components:*

- *Objective observation*
- *Evidence*
- *Experiment*
- *Induction*
- *Repetition*
- *Critical analysis*
- *Verification and testing*

In general, those sciences that can easily make use of the scientific method as described above are termed "hard sciences," while those for which such observations are difficult are termed "soft sciences."

The Hard Sciences

Sciences that explore the workings of the natural world are usually called hard sciences, or natural sciences. They include:

- *Physics*
- *Chemistry*
- *Biology*
- *Astronomy*
- *Geology*
- *Meteorology*

Studies in these hard sciences involve experiments that are relatively easy to set up with controlled variables and in which it is easier to make objective measurements. Results of hard science experiments can be represented mathematically, and the same mathematical tools can be used consistently to measure and calculate outcomes.

The Soft Sciences

In general, the soft sciences deal with intangibles and relate to the study of human and animal behaviors, interactions, thoughts, and feelings. Soft sciences apply the scientific method to such intangibles, but because of the nature of living beings, it is almost impossible to recreate a soft science experiment with exactitude. Some examples of the soft sciences, sometimes referred to as the social sciences, are:

- *Psychology*
- *Sociology*
- *Anthropology*
- *Archaeology (some aspects)*

Helmenstine, Anne Marie, Ph.D. "What Is the Difference Between Hard and Soft Science?" ThoughtCo, Feb.11, 2020, <https://www.thoughtco.com/hard-vs-soft-science-3975989>

* Science Council: A UK organization established by Royal Charter in 2003 to "promote the advancement, and dissemination of knowledge of and education in science pure and applied, for the public benefit.

From website: sciencecouncil.org/about-us/our-governance/

FOLDER 4: ARCS CHAPTERS AND ACADEMIC PARTNERS

Atlanta Chapter
Chartered 1992

Emory University
Georgia Institute of Technology
Morehouse College
University of Georgia

Colorado Chapter
Chartered 1976

University of Colorado School of Medicine & School of
Dental Medicine
University of Colorado Boulder
University of Colorado at Colorado Springs
University of Colorado Denver Colorado School of
Mines
Colorado State University

Honolulu Chapter
Chartered 1974

University of Hawaii at Mānoa

Illinois Chapter Chartered 1977	Illinois Institute of Technology Loyola University Chicago Stritch School of Medicine Northwestern University University of Chicago University of Illinois at Urbana-Champaign
Los Angeles Chapter Chartered 1958	California Institute of Technology Harvey Mudd College University of California, Los Angeles Pomona College University of Southern California
Metropolitan Washington (D.C.) Chapter Chartered 1968	Georgetown University The George Washington University Johns Hopkins University University of Maryland University of Virginia
Minnesota Chapter Chartered 2009	University of Minnesota
Northern California Chapter Chartered 1970	San Francisco State University Stanford University University of California, Berkeley University of California, Davis University of California, Merced University of California, San Francisco University of California, Santa Cruz
Orange County Chapter Chartered 1999	University of California, Irvine
Oregon Chapter Chartered 2004	Oregon Health & Science University Oregon State University University of Oregon
Phoenix Chapter Chartered 1975	Arizona State University Northern Arizona University University of Arizona
Pittsburgh Chapter Chartered 2003	Carnegie Mellon University University of Pittsburgh
San Diego Chapter Chartered 1985	San Diego State University The Scripps Research Institute University of California, San Diego University of San Diego

Seattle Chapter
Chartered 1978

University of Washington: Graduate School
Washington State University

Utah Chapter
Chartered 2009

University of Utah

Source: *ARCS Foundation Website, Academic Partners*

A current listing of NB Approved Universities and Programs can be found at:

[Document Library: Select National Library / NB Committees Councils Task Forces Sub-Committees / Committees - National Board / University Relations Committee / Approved Universities and Programs]

FOLDER 5: CHAPTER RESPONSIBILITIES

F5.1 Scholar Award Acceptance Form

1. Due as Scholar is accepted.

2. Via this form, the student accepts the award and certifies that their institution may release to ARCS whatever information is needed to verify identity and enrollment status.
3. The universities obtain the forms from the scholars and submit them to the Chapter University Relations Officer.
4. This form should be retained in the Chapter's permanent documents on the website in the Document Library and be made available to National upon request.
5. Examples of Scholar Award Acceptance Forms may be found in the Document Library, as referenced in-FOLDER 11.2-Appendix

F5.2 Scholar Website Registration

1. The website registration process creates a contact record or profile for each of our Scholars.
2. As soon as the Chapter receives the Scholar Award Acceptance Forms and/or the list of scholar contact information from the university, notify the Chapter Website Data Admin who will create a contact record, user name and temporary password for each scholar, thus providing access to the scholar portion of the website.
3. Once the contact record is set up, email notification will be sent to each scholar that provides the user name and temporary password.
4. A contact record (including social media addresses) must be entered for new Scholars on the Chapter website before any scholar award funds are released to the partner university.
5. Scholars should update their contact record on their chapter website before any scholar award funds are released to them.
6. For more information on website functions and examples of email notification, contact your Chapter Website Data Admin.

F5.3 Chapter Scholar Information

1. Any change to a current Scholar's Information as a result of change in Scholar status must be made immediately on the Chapter website. Inform your Chapter Website Data Admin of changes.
2. Scholar Award data on the website for Scholars who have completed their award and for returning scholars must be updated at the beginning of each academic year by your Chapter Website Data Admin.
3. The Chapter is responsible for seeing that contact information for continuing Scholars is updated and current on the website.
4. Continuing Scholars are required, and Scholar alums should be encouraged, to update their profiles regularly.

F5.4 Academic Partner Site Visits

1. Each Chapter is required to visit at least one of its funded institutions at least once each year.
2. For chapters funding more than one institution, a schedule needs to be established for regular visitations on a rotating basis, ensuring that a site visit is held with each Academic Partner at least every three years.
3. The purpose of these site visits is to:
 - monitor the sustained quality of a Chapter's funded departments/programs, which is fundamental to maintaining the standards of excellence essential to the ARCS mission.

- confirm that all scholar award funds are being distributed to the Scholars according to ARCS requirements.
 - serve to promote continued dialogue and relationship with our Academic Partners and their leadership.
4. To facilitate a good discussion, the Site Visit Form should be completed by the Institution in advance of the scheduled meeting. See Academic Partner Site Visit Form and Site Visit Guidelines which can be found on the Chapter member website in:

[Document Library: Select National Library / National Templates and Forms / University Relations Forms]
 5. When visits are completed, the Site Visit Form and pertinent meeting notes are retained in the Chapter Document Library on the website. Verification of the site visit should be recorded on the Chapter Profile Form.

F5.5 ARCS Chapter Profile Form

1. The Chapter President, in consultation with the University Relations officer and the Chapter Financial Officer, is to submit the form not later than April 1. (Affiliation Agreement Exhibit B)
2. The information is used to calculate the Chapter's dues obligation to National, to update our National statistics regarding the number of ARCS Scholars and dollar amounts disbursed for Scholar Awards, and to fulfill financial reporting requirements specified in the Affiliation Agreements between Chapter and National.
3. For details on completion and submission, refer to the Chapter Handbook which can be found on the website in the National Library.
4. The Chapter Profile Form can be found on the Chapter member website under: "*Online Forms / Scholar Award and UR Profile Form*".

FOLDER 6: CHAPTER UNIVERSITY RELATIONS OFFICER

F6.1 Job Description

The Chapter University Relations Chair is the prime contact between the local chapter and its ARCS Foundation Academic Partner(s).

F6.2 Duties

1. Ensure that the appropriate university officials have a thorough understanding of ARCS Foundation requirements for both Scholar selection and distribution of ARCS Awards.
2. Monitor the university follow-through on ARCS requests and requirements, which are listed in this manual.
3. Field questions from Academic Partner(s) concerning ARCS as well as from ARCS members concerning the Academic Partner(s) and distribution of funds to Scholars.
4. Interface with the National Board University Relations Chair.
5. Oversee timely completion of forms required by the NB.
6. Order Scholar Certificates, Medallions or Lapel Pins as needed. To order, refer to member website under: "*Online Forms / Order ARCS Items Form*".

F6.3 Procedures

1. Become familiar with the University Relations Manual and with the National Bylaws, and Standing Rules affecting University Relations.
2. Ask the preceding University Relations Officer to introduce you to the principal contacts at each Academic Partner.
3. Emphasize to the Academic Partners and any applicant institutions (if any) that you are the primary contact for your ARCS Chapter. Any communication should be directed to you.
4. Work with the Chapter Website Database Admin to ensure that your chapter's database includes the names of the correct university officials who interface with ARCS and their contact information. These officials may include:
 - University Liaison/Primary Contact to ARCS
 - President or Chancellor
 - Vice Presidents
 - Provost
 - Academic Deans
 - Scholar Department Chairs
 - Scholar Advisors
 - Financial Aid Officers
 - Public Relations Representatives
 - Board of Trustees/Regents

F6.4 Monitoring and Review

1. Arrange for campus visits as necessary.
2. Conduct annual reviews to:
 - a. ensure that all ARCS scholar award funds are being distributed to the Scholars according to ARCS requirements

- b. oversee the completion of accounting for all ARCS funds by recipient institutions, including endowment funds.
3. Hold at least one Academic Partner Site Visit each year:
 - Rotational basis; each Academic Partner every three years.
 - See FOLDER 5.4 for additional information.

FOLDER 7: RECORD KEEPING

Upon written request, the Chapter may be required to submit to the National Board information gathered by the Chapter's University Relations Chair. Following are procedures for obtaining this information.

F7.1 Annual Accounting

Inform all Academic Partners that they must provide a yearly accounting of all ARCS funds held by them, including Endowment funds, if any, with a record of all dispersed and non-dispersed funds.

THIS INFORMATION BECOMES PART OF THE CHAPTER PROFILE FORM TO BE FILED WITH ARCS NATIONAL BY July 15 EACH YEAR. Refer to the Chapter Handbook for more information.

1. Set a date by which to receive this information from the Institutions and monitor this accounting with the help of the Chapter President and Chapter Financial Officer.
2. No new funds should be disbursed to an Institution until the Chapter receives accounting statements for the past year's Scholar and Endowment (if held there) funds.

F7.2 Scholar Drops

Inform all Institutions that they must report to the Chapter the names of any ARCS Scholar(s) who did not finish the academic year, and for what reason.

1. The Chapter UR Officer must notify the Chapter website database administrator.
2. Monitor, with the help of the Chapter President and Chapter Financial Officer, the adjustment of any funds due back to the Chapter.

F7.3 Scholar Information Changes

Inform all Institutions that they are responsible for keeping their ARCS Chapter informed of Scholar Alumni address/email changes. This is an on-going task. Explain how important it is for ARCS to keep in touch with its Scholar Alumni.

1. Refer information about Scholar Alumni to the appropriate person within the Chapter for inclusion in the National and Chapter newsletters.
2. Chapter UR Officer needs to communicate any changes to the Chapter website database administrator.

F7.4 Institution Information

Establish an appropriate distribution list within your Chapter for data on Scholars and Institutions.

Keep the following information on your Chapter member website in:

[Document Library: Select your Chapter Library / Committee Documents / University Relations]

1. Chapter Profile Form
2. Scholar Acceptance Forms
3. Application materials for approval of a new Institution/department/program
4. List of ARCS approved Institutions/departments/programs for your chapter

5. Academic Partner Site Visit Forms and information

F7.5 Monitoring Institution Standards

Each Chapter is responsible for monitoring the standards of excellence at their Academic Partner institutions to ensure that they are reflective of ARCS high standards.

1. Chapters shall review their Recipient Institutions/Departments/Programs at least once every three years on a rotating basis (see FOLDER 5.4).
2. ARCS National University Relations Committee will periodically review the approved Areas of Study and make recommendations to the Chapters when changes are warranted.

FOLDER 8: FUNDING

F8.1 Governing Principles and Guidelines

1. Scholar Awards shall be allocated annually by the Chapters ONLY to departments/programs which have been approved in accordance with instructions outlined in the National Board University Relations Manual, and which are housed in approved Academic Partners.
2. ARCS funding is to be used for programs that specialize in research and is not for the purpose of supporting clinical studies.
3. A minimum amount of \$75,000 per year to each of the currently funded Academic Partners by a Chapter must be reached before expansion to an additional Academic Partner.
4. These Institutions shall distribute the ARCS Awards to students who meet the ARCS Scholar Selection Guidelines (see FOLDER 9).

F8.2 Amounts and Regulations

1. The minimum amount of a Scholar Award is \$5,000 per year per Scholar. The suggested minimum is \$7,500.
2. ARCS funds are awarded in addition to any existing stipends or tuition support that the Scholar may receive.
3. An ARCS Scholar Award is unrestricted funding that is discretionary in its use by the Scholar. This type of funding provides much needed support in one or more of the following ways:
 - Gap Funding – to cover costs necessary or helpful to the research project that are not covered by existing funding;
 - Investigative Funding – to initiate/support work on new ideas that could lead to future major funding requests from more restricted sources;
 - Survival Funding – to meet basic financial needs of the scholar, thereby allowing their work to continue.
4. Funds assigned to an Academic Partner (except Endowment funds) not dispersed to an ARCS Scholar in the designated year must be returned to the Chapter.
5. No Chapter may fund or promise to fund an institution/department/program or multidisciplinary program until that Chapter has received written notice of approval from the National Chair, University Relations.
6. No new monies should be given to an Academic Partner until the Chapter receives accounting statements of the past year's Scholar Award funds and, if relevant, Endowment funds.

F8.3 Distribution of Funds

1. ARCS funds are awarded only to ARCS Academic Partners for approved departments/programs.

2. ARCS funds are given to Academic Partners only for the benefit of its ARCS Scholars.
3. The Institution is to disburse awards to the selected ARCS Scholar(s) as per their Chapter's instructions.
4. The entire amount of the annual award is to be given to the Scholar in the designated academic year.
5. ARCS awards are administered by the Academic Partner separately from any other student aid funds.
6. The Academic Partner shall advise each Scholar in writing of the source of the ARCS Award, including the amount and the reason for selection as an ARCS Scholar.

F8.4 Discontinuation of Funding

Chapters may decide to discontinue funding to any Academic Partner if:

1. The institution/department/program no longer meets ARCS standards.
2. The institution's students no longer meet ARCS criteria.
3. The Chapter no longer has sufficient funds to support the institution/department/program.

The Chapter shall notify the National Chair, University Relations and discuss their intention to discontinue funding any Academic Partner/department/program in advance; and, afterwards, notify in writing any discontinuance and the reason for such termination. The decision will be documented and retained in the Chapter and National Document Library.

FOLDER 9: SCHOLAR SELECTION

F9.1 Guidelines for Scholar Selection

1. Members of ARCS Foundation may not participate in the direct selection of Scholars nor review Scholar records nor interview and evaluate Scholars, unless waivers for Scholar selection are specifically granted by the NB. (As stated in National Standing Rules Approved by the National Board on July 1, 2022.)
2. Academic Partners are responsible for the selection of ARCS Scholars in accordance with the following specific ARCS criteria.

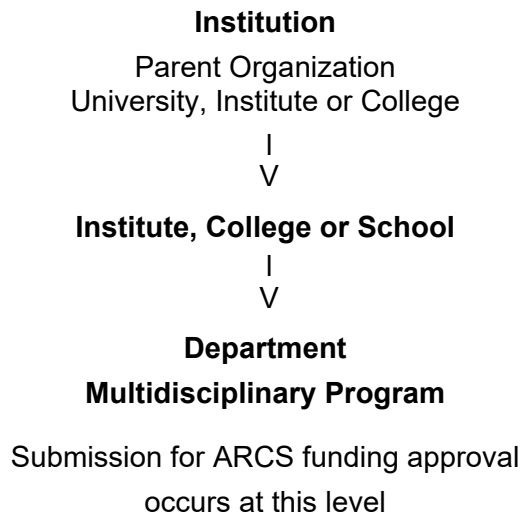
An ARCS Scholar must:

- Be a citizen of the United States
- Be enrolled full-time, majoring in sciences, engineering or medical research
- Must have and maintain a minimum Grade Point Average (GPA) of 3.5 or equivalent
- Be selected without regard for race, gender or religion

FOLDER 10: TERMS, ABBREVIATIONS, AND RESOURCE RANKINGS

F10.1 University Hierarchy

[This is to be the flowchart, as in the prior version of the UR Manual, when the doc is approved and put in final format.]



F10.2 Definition of Terms

ARCS Academic Partner

- A university, institute or college housing one or more ARCS approved departments;
- “Academic Partner” is the preferred descriptive term, Source ARCS® Visual Style Guide, Revised January 1, 2016;
- Must be an accredited degree granting university, institute or college whose undergraduate program, if any, requires at least 4 years of study;
- See FOLDER 4: ARCS CHAPTERS AND ACADEMIC PARTNERS in this UR manual. A complete listing of academic partners and their approved departments/programs can be found on the Chapter member website in:

*[Document Library: Select *National Library / NB Committees Councils Task Forces Sub-Committees / Committees - National Board / University Relations Committee / Approved Universities and Programs*]*

Department/Program

- Approval for ARCS funding occurs at the Department level.

Multidisciplinary Program

- A program which combines two or more academic disciplines within one or more institutions.

ARCS Area of Study

- Subject areas that have been approved by the National Board for ARCS Scholar Award funding.
- See FOLDER 3: APPROVED AREAS OF STUDY

University Relations Approval Forms

- See FOLDER 2.2: APPROVAL FORMS
- **University Relations New Institution Approval Form:** used for the purpose of applying for funding for a new Institution not previously approved for ARCS funding. (To be accompanied by at least one New Department Approval Form.)
- **University Relations New Department Approval Form:** used for the purpose of applying for funding for a new Department/Program/Multidisciplinary program.
- **University Relations Administrative Change Approval Form:** used for the purpose of making administrative changes only (e.g. department name changes; curriculum revisions, etc.).

Academic Partner Site Visit Form

- Written documentation of the Chapter site visit to an ARCS approved Academic Partner.
- Report to be filed in the Document Library on the Chapter website.
- Report to be sent to NB Chair, University Relations.

Chapter Website Data Admin

- The individual within each Chapter who is responsible for the website database information.

Chapter Profile Form

- Form to be filed by each chapter annually.
- See Chapter Handbook for more information.

Scholar Award Acceptance Form

- Form to be completed by ARCS Scholars upon accepting a Scholar Award.
- See National Library UR Scholar Forms:

*[Document Library: Select *National Library / National Templates and Forms / Scholar Packets, Forms and Certificates*]*

F10.3 Suggested Resources for Ranking Application Submissions

The following is a suggested list of resources used to rank universities, colleges, and departments. This list is not all-inclusive; other ranking systems may better serve a particular academic discipline.

UNIVERSITY RANKINGS

College Reality Check

<https://collegerealitycheck.com>

Quacquarelli Symonds (QS)

<https://www.topuniversities.com/university-rankings/world-university-rankings/2023>

Times Higher Education (THE)

<https://www.timeshighereducation.com/world-university-rankings/2023/world-ranking>

Shanghai Ranking Consultancy (the Academic Ranking of World Universities; ARWU)

<https://www.shanghairanking.com>

International Ranking Expert Group (IREG)

<https://ireg-observatory.org/en/>

Quora

<https://www.quora.com/Which-university-ranking-system-among-ARWU-THE-and-QS-is-more-reliable-and-why>

U.S. News & World Report

2022-2023 Best Global Universities Rankings

<https://www.usnews.com/education/best-global-universities/rankings>

Niche

<https://www.niche.com/colleges/search/best-colleges/>

Webometrics

<https://www.webometrics.info/en/americas/USA>

FOLDER 11: APPENDIX: FORMS AND SAMPLES

F11.1 Forms

Following is the list of specific University Relations forms to be used for approval of institutions/departments/programs and Academic Partner site visits.

- University Relations New Institution Approval Form
- University Relations New Department Approval Form
- University Relations Information and Instructions for Approval Form Completion
- University Relations Administrative Change Approval Form
- University Relations Site Visit Form
- University Site Visit Guidelines

These forms and guides can be found in the ARCS Foundation website:

[Document Library: Select *National Library / National Templates and Forms / University Relations Forms*]

F11.2 Samples

Included in the National Document Library are samples of letters, policies, packets, and documents that are used by various ARCS chapters in their University Relations functions. They are meant to serve as examples for adaptation by other ARCS chapters if they so choose.

The National Chair, University Relations will update this section as materials become available. Additional, excellent examples of chapter materials can be obtained by contacting the individual Chapters; the Chair, Council of Presidents; and National Chair, Chapter Engagement.