Kempner Institute Research Fellow
Research Lab Policy and Student Employment Guidelines

We encourage Kempner Institute Research Fellows to consider building a small "lab" of up to two people during your second year with the Kempner Institute. We expect that you will direct the research activities of members of your lab, will work with them in the Kempner Institute space, and in some circumstances will support their research activities through salary support, cluster access, or funding for research projects.

In general, we expect that your lab will consist of enrolled Harvard undergraduate students. Given graduate students must have a primary faculty mentor, and require support which extends beyond our fellowship, graduate students may collaborate with you on a project but are not expected to join your lab.

You may be able to support other people in your lab only if you are able to obtain grant support for them (e.g. non-Harvard students, postdoctoral fellows, research assistants, software engineers, data scientists, etc). Any benefits for lab members other than Harvard undergraduates will be managed on a case-by-case basis.

Benefits for members of your lab:
- May be granted access to Kempner hoteling space for as long as they are part of your lab;
- May be invited to "community-only" activities or events sponsored by the Kempner;
- Up to 2 Harvard-affiliated undergraduate students at any given time may be approved to use the Kempner cluster under your supervision (see more below);
- In some circumstances, Harvard College students may receive payment for their work.

Important items to consider:
Expectations and Engagement:
- Lab members are not expected to be independent.
- Students are not expected to just be programmers. You both should benefit from the student's work but you need to be a mentor and help them advance academically and scientifically.
- You should meet regularly with your students (at least once weekly).
- Students should generally be integrated into our community. You should invite them to meetings, reading groups, or other activities that they might find beneficial.

Student Support Limitations:
- You may not support more than 2 students at any given time.
- Support includes space access, financial support, cluster access, or any combination thereof.
- We are not able to provide salary support or cluster access to graduate students, or internal or external collaborators.

Recruiting and Fair Hiring Practices:
- You need to get approval from the Kempner Institute Directors (Sham, Bernardo) prior to recruiting a student.
- The student should have a well-defined research project or set of assigned research tasks.

- You must be fair in your hiring practices, even for unpaid positions, and should focus on a student's skills, experience, and ability, not personal attributes.
- Please read the one-page recommendations for student interview and hiring at [Student Employment Office: Interviewing Students](#) **before** interviewing students for a position.

Research Expenses and Equipment:
- Any expenses related to your lab must be covered by your Kempner research fund or by grant support that you obtain.
- Please be mindful that research expenses include data storage fees, API calls, software, etc.
- We are **not able to provide equipment** (e.g. laptop, monitors, peripherals) to students working in your lab and you may not use your research funds for these expenses. You will need to ensure that the student has their own laptop.

Adherence to Open Science Policies:
- Students must be aware of the Kempner's [open science policies](#) and you must ensure that those policies are followed.

Cluster Access:

The Kempner cluster is the single most sought-after resource within the Kempner Institute. Access to the cluster for students working in your lab must be balanced with the overall number of users on the cluster at any given time and the goals of the institute. As a result, the following guidelines may be changed at any time if deemed necessary by Kempner Institute leadership.

- Students who are approved to join your lab may be given limited access to the Kempner Cluster.
- You are responsible for everything your student does on the cluster.
- You will be made a PI on FASRC and as such you must follow all FASRC PI guidelines: https://docs.rc.fas.harvard.edu/kb/pi-responsibilities-at-fas-rc/
- You are required to ensure that students read the [HPC Handbook](#), follow all [Compute Governance policies](#), [Open Science policies](#), and have signed the [participation agreement.](#)
- All research materials (e.g. code, data, model, workflow), must be shared with you and saved in your lab storage space. Please remember you have only a limited amount of free shared storage. If you decide to support students in your lab you will need to obtain [storage from FASRC](#) for your lab members. These costs can be charged to your research fund.
- Students must apply for an FASRC account and complete the Kempner cluster user onboarding form ([link](#)). Students should have a well-defined, time limited project for use of the cluster.
- Students should *never* use the cluster for *any* work other than the research project you have approved. This includes using the cluster for school work, to run jobs for other projects, or on behalf of other users. Students who use the cluster for anything other than Kempner-related research will have access removed.
- Individual students should never use more than 4 GPUs in total at any time. Students who use excessive GPUs will have jobs killed and if there are repeated violations, access will be removed. With your permission, students may exceed this limit when using Kempner_requeue.
- Your lab members will use and thus impact your fairshare. You can decide if students in your lab inherit parent fairshare (meaning all members of your lab equally share fairshare) or if students should be assigned specific Fairshare units. You and your lab's total Fairshare unit is fixed and is the same as other Kempner Research Fellows.

Space Access:

If a student is working in your lab we may be able to give them key card access to the Kempner Institute and access to our hoteling spaces.

- Students must have a working Harvard ID and must have a space orientation with Nikki Shawn prior to using the space.
- If the student is going to be onsite working with you at least 3 days per week for at least a semester we may be able to assign them a sit-to-stand desk and locker.
- Students in your lab should fill out the space access request form.
- All Kempner space access is time-limited. Student access will be removed at the end of the project period.
- We may be able to grant space access for non-lab members on a case-by-case basis.

Paying Undergraduate Students:

- You should encourage students working with you to consider applying for KURE or KRANIUM, which will cover the student's stipend while working with you on a project.
- You are only able to pay enrolled Harvard College students. Harvard Graduate students are not eligible for paid positions.
- You may use your Kempner Institute research funding or grant funding to pay for a student. However, you must receive explicit approval to hire a student from the Kempner Institute finance team before making any commitments.
- Student salaries are uniform and set by the university and the Kempner Institute. We currently pay undergraduate students $18/hour.
- For students who work during the summer, you will have to pay an additional 10% per hour for fringe benefits. This payment goes to the university, not to the student.
- Students are limited in the number of hours they are allowed to work by the college (see more below).
- Please be mindful that even if you are able to pay a student, some students may be unable to accept payment due to visa issues.
- You may not pay for students who work in a collaborator's lab.
- You may wish to consider hiring a federal work-study-funded student. Work study subsidizes up to 75% of the student's salary.

Hiring Process for Students:

- After you receive approval from the finance team on funding, reach out to Heidi.
- Heidi will collect information from you for the hiring process and will reach out to the student to coordinate next steps.

Work Hours for Paid Student:

- Paid undergraduates may work up 20 hours per week during the academic school year and up to 40 hours per week during breaks (Spring Break, Reading Period, Winter Recess, etc.).
- Refer to the FAS Multi-Year Academic Calendar for dates.
- You should set clear expectations regarding communication, time off, and time reporting with your student.
- Students are not paid for lunch or break times, vacation days, or holidays.
- Students will need to accurately report their hours each week, enter them in PeopleSoft, and report them to Heidi so that she can track payment.
- Students who fail to accurately report their hours may not be paid in a timely manner.
- Students should never be instructed to lie about the hours they work.
- Students should **not work** before they are officially added to payroll.

Advertising Open Positions:

There are various ways in which a job posting can be advertised:

- You can send a slack message out to various groups or an internal channel
- An advertisement can be posted on the Kempner community website under [Undergraduate Research Opportunities](#).
- You can send an email to the undergraduate student mailing list (kempner-undergrads@g.harvard.edu). Please send your drafted email to Heidi for approval prior to sending it.
- Heidi can post your position on Harvard's [student employment website](#).

Relevant Policies, Guidelines, and Links:

- [Guidelines for Interviewing Students](#)
- [Open Science Guidelines](#)
- [HPC Handbook](#)
- [Cluster access request form](#)
- [Space access request form](#)
- [FAS Multi-Year Academic Calendar](#)
- [For Administrators: Peoplesoft Student Quick-Hire Process](#)
- [Student Employee Performance Evaluation](#)
- [Federal Work Study Guidelines](#)
- [Harvard SEO Jobs Database](#)

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