CUNY Research Scholars Program (CRSP) Application – Part IIA - Academic Year 2016-2017

About the Program: The CUNY Research Scholars Program is a year-long program which provides full-time students enrolled in associate degree programs with funded opportunities for laboratory research with a faculty mentor. In addition to participation in research, the program includes mandatory workshops on lab safety, responsible conduct in research, and other research-related skills. Students must also complete training through Collaborative Institutional Training Initiative (CITI), if not done already, and submit their CITI certification within the first six weeks of the program; submit an abstract, prepare a poster and participate in the poster sessions towards the end of the fall and spring semester; and participate in the CUNY-wide summer symposium at the conclusion of the program.

Participating students commit to one full academic year plus the summer program, ~400 hours of research/independent study.   The following is the program requirements for the number of hours:

Fall semester:	60 hours or ~ 6 hours/week	$1000
Winter/spring semester:	60 hours or ~ 6 hours/week	$1000
Summer:	280 hours - 35 hours/weeks – 8 wks	$3000

Eligibility: Full-time associate degree students at any stage in their academic career can participate. It is understood that some students will transfer to baccalaureate programs - this may result in students no longer being eligible to participate in the program.

In order to maintain eligibility students must be full-time, and engage in laboratory experiences in the Science, Technology, Engineering or Math (STEM) disciplines. This includes computer laboratory experiences. At this time nursing is not considered a STEM discipline.

The Application

Part I can be found at: https://www.surveymonkey.com/r/CRSPCityTech

Part IIB of the applications includes: (1) PREA, (2) CUNYfirst Expense Reimbursement form, (3) W-9 and (4) Consent forms.

(1)PREA - Must be completed electronically and signed by both the student and faculty mentor.

(2) CUNYfirst Expense Reimbursement form - Please clearly write your name, CUNYfirst ID, address, telephone number, City Tech email address and sign the form

(3) W-9 – Please complete parts I and II and sign in part III. **DO NOT INCLUDE YOUR SOCIAL SECURITY NUMBER ON THE W9 FORM.**

(4) Consent form – Both the student and mentor must print and sign. Faculty mentoring multiple students should only submit one copy.

(5) An unofficial copy of the student's transcript, including fall 2016 registration.

CRSP Requirements

1. CRSP researchers are expected to attend the mandatory orientation meeting on **Thursday, September 22, 2016, from 4:30-6:00 PM** in Namm ?????.

2. The CRSP application deadline (Parts I AND IIA and IIB) is **Monday, September 19, 2016. Part I should include the mentor information, project title, and project abstract by this date.** Please complete part I online and submit a completed part II to**:** Ms. Chioma Okoye, Provost's Office, Namm 320, Phone – 718.260.5560 OR Email: undergraduateresearch@citytech.cuny.edu –**SUBJECT Line: CRSP application**

3. All students must also complete the responsible conduct in research online training and submit their Collaborative Institutional Training Initiative (CITI) certificate by **Wednesday, October 27, 2016** to Ms. Chioma Okoye, Provost's Office, Namm 320, Phone – 718.260.5560 OR email: undergraduateresearch@citytech.cuny.edu – **SUBJECT LINE: CRSP CITI certification**.

More information on CITI training can be found at:
https://www.citiprogram.org/

4. Attend the Fall 2016 Research Mixer sponsored by the Undergraduate Research Committee. Date September 15th, 2016 12:30-2:30 PM in Namm 119.

5. First-time undergraduate researchers must attend the four Group I workshops. Returning researchers must complete four workshops from Group II. Below the fall 2016 workshops are listed. Workshops for spring semester will be announced later.

Links to Submit Required CRSP Files:
Posters: https://www.dropbox.com/request/1g8Xrp1E655VHfH5MNRi
Abstracts: https://www.dropbox.com/request/GEOWEpjWyYgSH0dDZPCJ
CITI Certification - RCR: https://www.dropbox.com/request/3F5zlTBBazwVc2w5DDid

Group I: Mandatory Workshops for first time participants:

Thursday, September 29	Workshop I: Writing Abstracts for Research Projects
1-2 PM or 4-5 PM	Prof. Rebecca Devers & Prof. Samar ElHitti, Namm 119
Thursday, October 13	Workshop I: Advancing Library Research Techniques
1-2 PM or 4-5 PM	Prof. Tess Tobin and Prof. Monica Berger, Atrium 540
(Library 5th floor)	
Thursday, October 27	Workshop I: Developing and Delivering Effective Research
Presentations	

1-2 PM or 4-5 PM	Prof. Janet Liou-Mark, Namm 119

Thursday, November 3	Workshop I: Designing a Research Poster Presentation
1-2 PM or 4-5 PM	Mr. Marvin Bennett, Namm 119

Group II: Advanced workshops for returning participants – please attend 4 different workshops:

Thursday, October 6	Workshop II: Presentation Skills (Professional Development Center)
1-2 PM or 4-5 PM	Namm 119

Thursday, October 6	Workshop II: ePortfolios for Academic and Career Advancement
1-2 PM or 4-5 PM	Dr. Karen Lundstrem, General 606

Thursday, October 13	Workshop II: NYC Fire Department C-14 Certificate of Fitness
1-2 PM or 4-5 PM	Dr. Pamela Brown, AG 18 (for students in lab-based majors or projects only)

Thursday, October 20	Workshop II: Interviewing Skills (Professional Development Center)
1-2 PM & 4-5 PM	Namm 119

Thursday, November 3	Workshop II: ePortfolios for Academic and Career Advancement
1-2 PM & 4-5 PM	Dr. Karen Lundstrem, General 606

Thursday, November 10	Optional Workshop: Research Poster Design Workshop
1:00-2:15 PM	Mr. Marvin Bennett, M308 (Bring your own laptops)

5. In collaboration with the faculty mentor, prepare a final abstract summarizing the accomplishments of the project. Mentors should proofread, edit, and upload it by **Thursday, November 10, 2016** at a Dropbox link that will be provided later. Additionally you should prepare your poster based on your final results for a poster session event. The poster file must be uploaded to a Dropbox link by **Wednesday, November 23, 2016**. Signing the consent form indicates permission to publish abstracts and posters on the college website. *The dates for spring 2017 and summer activities will be announced later.*

6. Participate in the Honors and Research Scholars poster session and award ceremony

Wednesday, November 30	Honors and Research Scholars Poster Presentation
11-4 PM	Atrium Ground & First Floor

Thursday, December 1	Graduate School Fair

9:30-2 PM	Namm 119

Thursday, December 1	Awards ceremony will begin at 12:30 PM
10-3 PM	Atrium Amphitheater

7. Be a full-time student in good academic standing. *All the dates for spring 2017 and summer activities will be announced later.*

*To optimize the number of mentors available to students and to ensure a proper depth of focus on scholarly work, CRSP students are limited to **ONE** research project per semester. Undergraduate research stipends are not available to those receiving stipends from another project although they may participate in the program. Faculty mentors involving multiple students on a project should distinguish the expected roles to be performed by each student on the Pre-Research Application (PREA).*

*Due to restrictions in funding, students must be US citizens or permanent residents (they **must** have a social security number) to receive the stipend. They must be recommended by a faculty member into the program, and be in good academic standing, i.e. not placed on academic probation. In order to be paid, a W-9 and Reimbursement Request forms must be completed and submitted with the rest of the application. Stipends are sent to the home address after the end of the semester (allow 6-8 weeks for processing). To ensure timely delivery, please verify that the college has your correct address on file. At the Awards Ceremony, you will receive a certificate for your accomplishments.

Program websites:
Undergraduate Research: http://openlab.citytech.cuny.edu/undergraduateresearch
Undergraduate Research: http://www.citytech.cuny.edu/research/scholars-program.aspx

<u>**Undergraduate Research**</u>
Pre-Research Application (PREA)-please type and attach an unofficial transcript

1. Student Name/EMPL ID/address/email/phone
_____
_____

2. Faculty Mentor
Name/Department_____
_____

3. Title of
Project_____

4. Description of Project
_____
_____
_____
_____
_____
_____
_____

5. What will the student's role be in this project? What research skills will the student employ?
_____
_____
_____
_____
_____
_____

6. What skills/values/knowledge learned in the classroom will the student employ?
_____
_____
_____
_____
_____

7. What research skills or other knowledge will the student learn?
_____
_____
_____
_____

8. What "soft skills" will the faculty mentor address in this experience?

   a. Professional skills

    ___ Goal setting
    ___ Time management
    ___ Professional communication/behavior

   b. Career planning and support

    ___ guidance in academic/career planning
    ___ networking/making connections with professionals in the discipline

9. What will the student contribute in terms of time commitment, quality of work, record keeping, preparatory work for meetings with mentor?

_____
_____
_____
_____
_____
_____

10. What will the faculty mentor contribute in terms of time commitment, frequency of meeting with student, monitoring of and feedback on student work?

_____
_____
_____
_____

_____   _____
Signature of Student/Date   Signature of Faculty Mentor/Date