CUNY Research Scholars Program (CRSP) Application – Part IIA - Academic Year 2017-2018

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) Pre-Research Experience Application (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 <u>sign</u> 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 2017 registration.

CRSP Requirements

1. The CRSP application deadline (Parts I AND IIA and IIB) is **Monday, September 18, 2017. 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 <u>OR</u> Email: undergraduateresearch@citytech.cuny.edu –**SUBJECT Line: CRSP application**

2. CRSP researchers are expected to attend the mandatory orientation meeting on **Tuesday, September 26, 2017, from 1:00-2:00 PM** (Room N1004).

3. All students must also complete the responsible conduct in research online training and submit their Collaborative Institutional Training Initiative (CITI) certificate by **Friday, October 27, 2017.** *Even if you have submitted this in previous semesters, you are still required to submit a copy of the certification.*

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

Make sure not to click that you want college credit – if you indicate that you want college credit the program then indicates that you have to pay for the certification. Submit the completion certification (pdf file) using the following Dropbox link:

https://www.dropbox.com/request/UZa8gBNqro2SXFTD2WwS

4. First-time undergraduate researchers must attend the four Group I workshops. Returning researchers must complete four workshops from Group II. Below the fall 2017 workshops are listed. Workshops for spring semester will be announced later. If you have already completed all of the Group I and II workshops and do not wish to participate in them again please contact Prof. Hamid Norouzi @ undergraduateresearch@citytech.cuny.edu –**SUBJECT Line: workshop alternatives,** to discuss alternate activities to fulfill this requirement.

Group I: Mandatory Workshops for first time participants:

- Thursday, September 28   Workshop I: Writing Abstracts for Research Projects
  1-2 PM & 4-5 PM   Prof. Marianna Bonanome, Namm 119

- Thursday, October 12   Workshop I: Advancing Library Research Techniques
  1-2 PM & 4-5 PM   Prof. Nora Almeida and Prof. Monica Berger, Atrium 540
                        (Library 5th floor)

- Thursday, October 26   Workshop I: Developing and Delivering Effective Research
                        Presentations
  1-2 PM & 4-5 PM   Prof. Jean Hillstrom, Namm 119

- Thursday, November 2   Workshop I: Designing a Research Poster Presentation
  1-2 PM & 4-5 PM   Prof. Jean Hillstrom, Namm 119

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

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

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

- Thursday, October 12   Workshop II: NYC Fire Department C-14 Certificate of
                        Fitness
  1-2 PM & 4-5 PM   Dr. Pamela Brown, Associate Provost, AG 18 (for students in
                        lab-based majors or projects)

- Thursday, October 19   Workshop II: Interviewing Skills (Professional Development
                        Center)
  1-2 PM & 4-5 PM   Namm 119 (Professional Development Center)

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

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 16, 2017** at the following Dropbox link:

https://www.dropbox.com/request/GNyiwu0g3QXetO7bM6iq

 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 29, 2017**.

https://www.dropbox.com/request/qNFpj4GE4VSJ3TBtliag

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 Fall 2017 Honors and Research Scholars poster session and award ceremony

- Wednesday, December 6   Honors Scholars Poster Presentation
  11-4 PM   Atrium Ground & First Floors

- Thursday, December 7   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 2018 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://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

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

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

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

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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?

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

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