



Emerging Scholars Program Application - Part II - Spring 2025

The Emerging Scholars Program provides a \$500 stipend for full-time students (enrolled for 12 or more credits) and a \$250 stipend for part-time students (enrolled in 11 or fewer credits) for conducting research with a faculty member. The purpose of the program is to provide students with an opportunity to apply what was learned in the classroom to discover new knowledge, to solve real-world problems and to develop professionally while working with faculty to advance scholarly endeavors. The program includes specially designed workshops offered by the Undergraduate Research Committee and participation in a biannual poster session. This is the second part of a two-part application, to be filled out by the student interested in participating in the Emerging Scholars program.

The Application

If you participated in the Fall 2024 Emerging Scholars Program (ESP) and would like to continue your research with the same mentor in Spring 2025, you do NOT need to apply again. In this case, simply send an email to undergraduateresearch@citytech.cuny.edu, and cc your mentor to let us know that you are continuing the project. Please attached a copy of your unofficial Spring 2025 transcript.

Part I can be found at: <https://www.surveymonkey.com/r/ESPSpring2025>

Part II of the application must include:

- (1) PREA - Must be completed and **signed** by both the student and faculty mentor.
- (2) An unofficial copy of the student's transcript, including Spring 2025 registration.

Emerging Scholars Program Requirements:

Please add the following dates to your calendar in preparation for the ESP deadlines.

1. The Emerging Scholars application deadline (Part II) is **Thursday, February 27th, 2025**.

Please complete part I online and submit a completed part II via email to:

undergraduateresearch@citytech.cuny.edu –SUBJECT Line: [your name] ESP application

2. Student researchers are expected to attend the online **mandatory orientation meeting** on **Tuesday March 4th from 1:00-2:00 PM**.

3. All students must also complete the Responsible Conduct in Research (RCR) online training and submit their Collaborative Institutional Training Initiative (CITI) certificate by **Thursday, March 27th, 2025**.

For students who have completed this certification previously, you are still required to submit a copy of the certification via email. More information on CITI training can be found: <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 RCR completion certification (**pdf file**) using the following Dropbox link:

<https://www.dropbox.com/request/kQHS1fC1bf1juYqpsobo>

4. Undergraduate researchers **must attend four** professional development workshops.

*** For updated detailed information about the workshops visit: <https://www.citytech.cuny.edu/research/workshops.aspx>

5. Undergraduate researchers in collaboration with their faculty mentor, should:

(a) Prepare a final **abstract** summarizing the accomplishments of the project. Mentors should proofread, edit, and upload it by **Thursday April 10th, 2025** at the following Dropbox link:

<https://www.dropbox.com/request/N7eoZuCzdUp8S33vsmeY>

(b) Prepare your **poster** based on your final results for a poster session event. The poster file must be uploaded to this Dropbox link by **Thursday May 1st, 2025**: <https://www.dropbox.com/request/l8uhi7omlG1gbbOf3aXG>

Signing the consent form indicates permission to publish abstracts and posters on the college website.

6. Participate in the *Dr. Janet Liou-Mark Honors and Undergraduate Research Poster Presentation* and award ceremony.

Wednesday May 7th, 2025: In-Person Poster Presentation (Poster Judging); Academic Building Lobby (10am to 4pm)

Thursday May 8th, 2025: In-Person Awards Ceremony: Amphitheater LG30 (12:30pm to 2:30pm)

7. Be a full-time student in good academic standing (exceptional part-time students are eligible for a \$250 stipend for 25 hours of work with their mentors and attend all workshops).

To optimize the number of mentors available to students and to ensure a proper depth of focus on scholarly work, Emerging Scholars are limited to ONE research project. 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).

Program Website: <http://www.citytech.cuny.edu/research>

Undergraduate Research

Pre-Research Application (PREA)-please type and attach an unofficial transcript

1. Student First/Last Name EMPL ID Email Phone Address
2. Faculty Mentor Name and Mentor's Department Faculty Mentor City Tech Email
Full time faculty
Part time faculty
3. Title of Project
4. a) Description of Project
- 4.b) This project is (select one): STEM non-STEM Interdisciplinary (ID)
- 4.c) This project is (select one): Group Individual. For group project, list
all group members/students:
5. What will the student's role be in this project? 6. What research skills will the student employ and learn?
7. What "soft skills" will the faculty mentor address in this experience?
- a. Professional Skills b. Career Planning and Support
- goal setting guidance in academic planning
- time management guidance in career planning
- professional communication/behavior networking/making connections
8. What will the student contribute in terms of time commitment, quality of work, record keeping, preparatory work for meetings with mentor?
9. What will the faculty mentor contribute in terms of time commitment, frequency of meeting with student, monitoring of and feedback on student work?

CONSENT

I hereby consent to the unrestricted use by New York City College of Technology (the College), The City University of New York (the University) and their related entities for the benefit of the College or the University of (1) my name; (2) my photograph, portrait, picture or other likeness; (3) the name(s) of undergraduate college(s) attended, degree(s) earned and year(s) of graduation; (4) (a) the name(s) of graduate, professional or other school(s) attended or being attended and program(s) in which enrolled or (b) my job title(s) or position(s) held and name(s) of company(ies) or other concern(s) by which formerly or now employed; and (5) any physical or audio/visual representation(s) thereof of example or examples of my classroom or laboratory course work for news, advertising or other promotional purposes or for the purposes of trade. I waive the right to inspect or approve any such materials related to such purposes understand that I will receive no compensation for this consent.

Signature of Student/Date

Signature of Faculty Mentor/Date