

**Detailed Guidelines obtained from the CUNY Research Scholars Program Guidelines**

(i) *Mission Statement:*

The CUNY Research Scholars Program is funded by the New York City Mayors’ Office and provides funding to facilitate laboratory experiences for associate degree students over a one-year period. The goal of the program is to encourage undergraduate participation in authentic research and to increase persistence in STEM and Social Sciences disciplines.

(ii) *Eligibility:*

Full-time associate degree students at any stage in their academic career can participate. Students must commit to being part of the program for one full academic year plus the summer. Graduating and transfer students who leave the college may take a partial scholarship for work done during the semesters or the summer providing that they prepare a poster of the research conducted for presentation by the student or faculty mentor at the CUNY Research Scholars Program summer symposium in July of the funding year. A student-faculty team that does not participate in the summer component of the program will not receive the full stipend. *Students must maintain full-time enrollment status while in the program.*

(iii) *Laboratory Experience:*

The Research Scholars Program will provide students with the opportunity to study and do research with a faculty mentor in a STEM or Social Science field. In addition to the student’s participation in the research, they are expected to attend program events including lectures about lab safety, responsible conduct in research, public speaking and other guidance on research. The program will culminate in a summer CUNY symposium. For participation in the program, students will receive a \$1,000 fellowship during the fall semester, a \$1,000 fellowship in the spring semester, and a \$3,000 fellowship in the summer. **These amounts may be adjusted by program directors to reflect a fair assessment of student participation. For example, if a student leaves early during the summer or neglects to attend scheduled programs, he/she may be provided with a pro-rated amount.**

In order to maintain eligibility for the fellowships, students must engage in laboratory experiences in the STEM and Social Sciences disciplines. This can also include computer laboratory experiences. At this time nursing is not considered a STEM discipline. The laboratory experience should last for one full academic year plus a summer program and students should complete 400 hours of research/independent study. The following is a *guideline* as to how the program might be structured with respect to student time spent doing research/independent study:

Fall semester: 60 hours at 6 hours per week	\$1000
Winter/spring semester: 60 hours at 6 hours per week	\$1000
Summer: 280 hours at 35 hours per week for 8 weeks	\$3000

Each student must be paired with a faculty mentor who will be compensated in the amount of \$1200 per student mentee. This amount is for the one-year program. Faculty must commit to working with the student for each semester and the summer program. Funded teams will be required to meet early in the year and develop a work plan that establishes goals for the year. The student and mentor should come to an agreement about how to distribute the 400 hours for the year. The college program director (Dean for Research, Dr. Shiang-Kwei Wang) will collect the work plans and program agreements during the first month of the program. Because it is essential that students receive one-on-one attention, faculty will be funded to mentor or co-mentor no more than two students.

(iv) *Student Travel Awards:*

The college *did not* receive funding for travel this year.

(v) *Programming:*

The program must include research-related programming for the Research Scholars. This programming will contain both formal and informal components. The formal components will include lectures and workshops on research methods, responsible conduct in research, career development, etc. All CRSP students must attend a laboratory safety workshop. In addition, all students must complete the responsible conduct in research online training through the Collaborative Institutional Training Initiative (CITI) as well as one in person workshop within six weeks of starting their project. A copy of each student's CITI certificate must be given to the CRSP campus director and the Research Compliance Specialist (JPatricegeorge@qcc.cuny.edu). Information about accessing the CITI training program will be provided at the onset of the program.

Students are expected to participate in the CRSP weekly workshops. Informal programming is considered an important aspect of this program in order to cohort the students in a social manner. Informal programming will include meetings of the group with a faculty member. Trips to museums or other cultural institutions may also be included. The summer program will be a more intensive research experience and will culminate with a research symposium involving all students.

(vi) *Reenrollment:*

In order to fund this research experience for as many students as possible, reenrollment of students will be done sparingly. Only 1-5 students will be permitted to reenroll so that a new group of students gains access to the program each year. Students who do reenroll may be asked to serve in an advanced capacity, such as providing peer mentoring to other students or assistance in programming.