

## CUNY RESEARCH SCHOLARS PROGRAM

### (i) Mission Statement:

The CUNY Research Scholars Program provides funded 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 disciplines.

### (ii) Eligibility:

Associate degree students at any stage in their academic career can participate. Students should commit to being part of the program for one full academic year plus the summer. It is understood that some students will transfer to the baccalaureate during the program and this may entail students leaving the college. Accordingly, some students may take a partial scholarship for work done during the semesters or the summer.

### (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 field. In addition to the student's participation in the research, the program will include lectures about lab safety, responsible conduct in research, and other guidance on research, and will culminate in a summer 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 he/she may be provided with a pro-rated amount. However, in no instance may a student receive more than \$5,000.

In order to maintain eligibility for the fellowships, students must engage in laboratory experiences in the STEM 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 you might structure the program 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 \$1000 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.

Because it is essential that students receive one-on-one attention, faculty should mentor no more than three students. However, faculty who believe they have special circumstances may ask their program director to make a one-time-exception to the three-student limit.

(iv) *Student Travel Awards:*

Each college receives \$2,000 per year to award to students who wish to attend to national science conferences to present their work. Colleges should make their own determination about the process by which these travel awards are made. Each college should provide us with information about the students and the conference they attended.

(v) *Programming:*

Each college must undertake research-related programming for their Research Scholars. This programming should include both formal and informal components. The formal components should include lectures and workshops about research methods, responsible conduct in research, career development, etc.

All colleges must offer a laboratory safety workshop for CRSP students (please coordinate with your campus environmental safety officer), with attendance required. Please notify Ron Nerio once this has been completed.

In addition, all students must complete the responsible conduct in research online training through the Collaborative Institutional Training Initiative (CITI) within 6 weeks of their first CRSP semester. Campus directors should collect and keep on file a copy of each student's CITI certificate.

More information on CITI training can be found here:

<http://www.cuny.edu/research/compliance/training-education/citi-training.html>

There is no single standard for other programming but we anticipate that students should be engaged in programming at least every two weeks. Informal programming is considered an important aspect of this program in order to cohort the students in a social manner. Informal programming should include meetings of the group with a faculty member. Trips to museums or other cultural institutions can also be included.

Please document your programming and send it at the end of each semester to Ron Nerio (ron.nerio@cuny.edu)

The summer program will be a more intensive research experience and will culminate with a research symposium involving all 180 students.

(vi) *Reenrollment:*

In order to fund this research experience for as many students as possible, reenrollment of students should be done sparingly. If a college opts to reenroll one or more students, it is important that only a small number (1-5) be permitted to reenroll so that a new group of students gains access to the program every year. One suggestion is that students who do reenroll can serve in an advanced capacity, such as providing peer mentoring to other students or assistance in programming.

(vii) *Administration:*

Each college should designate a campus-based director for the project. This person can be one of the faculty or an administrator. The role of the director is to coordinate the program and keep in touch with both students and faculty mentors. The director should establish lists of students and faculty participants and the titles of student projects. The director will also be responsible for implementing formal and informal programming with other faculty as appropriate. Directors will ensure that a mandatory laboratory safety workshop is conducted early in the semester for all CRSP students. They will also make certain that students have received CITI training and that a copy of each student's CITI certificate is kept on file at the college.

***Please Note:*** We realize that many colleges have several people administering the research scholars program. However, we would like for there to be just one person who acts as the program director at least for the purpose of being a primary contact. Please let us know by email as soon as possible who the campus director will be.

(viii) *Administrative and Other Expenses:*

Each college will receive \$15,000 from tax levy for administrative costs. The campus administration funds should be used to compensate the college-based director (for example with released time and/or summer salary) and to implement formal and informal programming.

Faculty can be compensated at the beginning of the program to offset the cost of buying research supplies. The \$1,000 that each faculty member receives on a per student basis can also be used for summer salary according to the regulations at each campus regarding use of tax levied funds.

Students should be compensated either during or at the end of each semester and the summer program as the college sees fit. Each college should prioritize student payments so that they are timely. The formal mechanism for processing student

payments is via CUNY First by registering the students as vendors. We ask that each campus director facilitates this process personally to ensure prompt student compensation. Please contact Ron or Avrom if you have any questions or concerns about payments to students. We expect that all newly participating students will be paid for their efforts by the end of the fall semester.

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