



Emerging Scholars Program Application - Part II - Spring 2024

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 2023 Emerging Scholars Program (ESP) and would like to continue your research with your mentor in Spring 2024, you do NOT need to apply again. In this case, simply send an email to undergraduateresearch@citytech.cuny.edu, along with your transcript and cc your mentor to let us know that you are continuing the project.

Part I can be found at: <https://www.surveymonkey.com/r/EmergingScholarsSp2024>

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 2024 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 I and II) is **Friday February 23, 2024**. 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 February 27, 2024 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 28, 2024**.

For students who have completed this certification previously, you are still required to submit a copy of the certification. 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/OGhvp8CDZwI8EVVRM7mI>

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 **Monday April 8, 2024** at the following Dropbox link:

<https://www.dropbox.com/request/6RCdPS9ldXD3vQLwK5II>

(b) Prepare your **poster** based on your final results for a poster session event. The poster file must be uploaded to a Dropbox link by **Thursday May 2, 2024**: <https://www.dropbox.com/request/anwlyz8tlcarAp90Mlsu>

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 8, 2024: In-Person Poster Presentation (Poster Judging)

Thursday May 9, 2024: Award Ceremony

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>

