



Research Scholars Program

CUNY RESEARCH SCHOLARS PROGRAM 2022-2023

(i) Mission Statement:

The CUNY Research Scholars Program (CRSP) provides funded research experiences for associate degree students over a one-year period. The goal of the program is to encourage undergraduate participation in authentic research, to increase persistence in STEM disciplines (including the social sciences), and to prepare associate degree students for transfer to baccalaureate programs and beyond. CRSP aims to equip students with the tools for academic and workforce success, including science literacy and communication, public speaking, resume building, self-confidence, and self-efficacy. A strong commitment to ethical research practices is a crucial component of the program.

(ii) Eligibility:

Full-time 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 year 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. Students must maintain full-time enrollment status while in the program, although directors may, at their discretion, make exceptions for students in the final semester of an associate degree program. In the event that a student leaves the program early, the college director should recruit a suitable replacement for that student.

(iii) Research Experience:

The Research Scholars Program will provide students with the opportunity to study and do research with a faculty mentor in a STEM field. According to the National Science Foundation, STEM fields include mathematics, natural sciences, engineering, computer and information sciences, and the social and behavioral sciences (psychology, economics, sociology, and political science). Any research with a laboratory component is also eligible.

In addition to the student's participation in the research, the program will include workshops hosted by participating colleges related to lab safety, responsible conduct in research, and guidance on research (including but not limited to public speaking, abstract writing, poster preparation, and science reading and writing). The program will culminate each year with a program-wide summer symposium in which all students are expected to participate.

For their participation in the program, students will receive a \$1000 fellowship during the fall semester, a \$1000 fellowship in the spring semester, and a \$3000 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 they may be provided with a pro-rated amount. However, in no instance may a student receive more than \$5000.

The research 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 to 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.

Once a student has been matched with a faculty mentor, the student should meet their mentor early during the year to develop a work plan and establish goals for the year. The student and mentor should come to an agreement about how to distribute the 400 hours. For instance, they may choose to devote more time during the major semesters and/or during the winter intercession. During or after this initial meeting, the mentor should complete a mentor plan for each student and send the plan to the college CRSP director (a mentor plan is attached to this file). Stipends may be adjusted accordingly. College program directors should collect the mentor plans once per semester.

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) *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.

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:

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

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

(viii) *Compensation*

Funds are provided to each college for faculty compensation. The college is responsible for distributing the funds to faculty mentors. The \$1000 that each faculty member receives on a per student basis can also be used for summer salary or supply funds 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 Nerio or Veer Shetty 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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