CUSP SUMMER ENHANCEMENT FELLOWSHIP
INDEPENDENT RESEARCH

SUMMER 2012 APPLICATION

The CUSP Summer Enhancement Fellowship – Independent Research is a competitive grant that allows all C.P Davis, John Jay, and John W. Kluge Scholars the opportunity to collaborate with a faculty member on an independent research project. The project provides each student with the opportunity to engage in advanced scholarly work, while developing a collegial relationship with a member of the faculty. By encouraging the exploration of academic questions and social issues through a well-defined and formally presented research project, the CUSP Summer Enhancement Fellowship – Independent Research fosters intellectual curiosity, the clarification of ideas and beliefs, an enhanced sense of participation in the academic community, and the opportunity to contribute to the community at large. Encouraging interdisciplinary career exploration and building upon Scholars’ developing academic interests, the fellowship is specifically designed to allow Scholars to pursue these critical experiences as early as their first summer.

The CUSP Summer Enhancement Fellowship – Independent Research is competitive and highly selective. Grant amounts will vary in accordance with the needs of the proposal. Applications may be picked up in the Center for Student Advising, 403 Lerner Hall, or downloaded from the CUSP website: http://www.studentaffairs.columbia.edu/scholars/summer/independentresearch

Completed applications for summer 2012 awards must be submitted to Dean Kristin Gager in the Center for Student Advising by Friday, January 27, 2012 at 12:00 p.m.

Applications will be evaluated by a selection committee on the basis of their overall fulfillment of the selection criteria. Incomplete applications and candidates who do not meet the criteria will not be considered. Interviews for selected applicants, and notification of the final decision, will take place in February 2012.

All Scholars receiving the CUSP Summer Enhancement Fellowship will be required to update an Edu-blog bi-weekly during the summer, submit a reflection/evaluation, an Abstract and a Budget reconciliation to the CUSP Office at the end of the summer, Scholars should also be prepared to present the results of their research at a fall Symposium.

APPLYING FOR THE CUSP SUMMER ENHANCEMENT FELLOWSHIP – INDEPENDENT RESEARCH

The preparation for a summer of productive research is an exciting process and should be a thorough one. The application process for the CUSP Summer Enhancement Fellowship – Independent Research is therefore a full-year process that is divided into two semesters. During the fall, the process will cover skill building (three seminars on how to write a research proposal) as well as training in the specific process in gaining approval for human subject research. Once selected early in the spring semester, Fellows will attend three seminars to prepare them for their fieldwork.

CRITERIA FOR SELECTION

To be considered for the grant, applicants must: (1) have a GPA of at least 3.0; (2) be in good academic standing with Columbia College and the School of Engineering; (3) be in good standing with CUSP; and (4) have attended the “Writing a Research Proposal” Seminars in the fall semester.

Applications will be evaluated on: (1) the basis of the originality and scholarly promise of the research proposed; (2) the feasibility of the proposal; (3) the opportunity the project offers the applicant to address important intellectual questions; (4) the ability of the applicant to undertake the research; and (5) the clarity and coherence of the proposal.

HUMAN SUBJECTS RESEARCH

Many applicants wish to undertake “human subjects research,” in which they interview or survey people. Because of the importance of treating human subjects ethically and ensuring that no harm comes to someone who participates in research, all universities are federally mandated to oversee approval of all human subject research through an Institutional Review Board (IRB). Any applicants wishing to undertake human subject research will be required to take part in an additional workshop to train them in this process.
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Please note that CUSP cannot promise to fund the project in its entirety. In addition, awarded stipends can take up to 6-8 weeks to process from the time of the award.

Name: ___________________________________________ Year: ____________________________

UNI: ___________________________ PID ________________ Cell Phone: __________________________

Permanent Address: ________________________________________________________________

Title of Project: _________________________________________________________________

Amount requested: ___________________________ Start and End Dates of project: _______________

Nationality _________________________________________________________________________

SCHOLAR TYPE: □ C. Prescott Davis Scholar
□ John Jay Scholar □ I am not a Scholar
□ John W. Kluge Scholar □ Other (please explain) ________________________________

DEPARTMENTAL INFORMATION:

Major: ___________________________________________ Concentration: ______________________

Major Advisor: ___________________________________________ Department: __________________

FACULTY SPONSOR:

Name: ___________________________ Department: ___________________________

Email: ___________________________ Phone: ___________________________

IN CASE OF EMERGENCY CONTACT:

Name: ___________________________

Relationship to Applicant: ___________________________ Phone: ___________________________

A COMPLETED APPLICATION CONSISTS OF THE FOLLOWING:

1. Application form
2. Project Proposal (including timeline and research plan)
3. Personal Statement
4. Official Columbia University Transcript
5. Resume
6. Budget Request
7. Letter of Support from Faculty Sponsor*
8. IRB Certification (if applicable)
9. Supplemental Essay (First Years only)
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BUDGET PROPOSAL FORM

Name: __________________________ Year: ______________________
UNI: __________________________ PID ______________________
Cell Phone: ______________________

Please complete the budget chart below. **Please note that CUSP cannot guarantee that you will receive the amount that you request**

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Housing *</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
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<tr>
<td>Transportation</td>
<td></td>
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<tr>
<td>Other:</td>
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<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

* If applying for Columbia Housing, CUSP will only consider double-room rates.
Dear Faculty Member:

The student approaching you with this letter is interested in working with you on a summer research project, which would be funded by the Columbia Undergraduate Scholars Program (CUSP) Summer Enhancement Fellowship. This is a competitive grant that assists Scholars in securing structured research opportunities. By financially supporting the exploration of academic questions and social issues through well-defined and formally-presented research projects, this fellowship fosters intellectual curiosity, the clarification of ideas and beliefs, an enhanced sense of participation in the academic community, and the opportunity to contribute to the community at large.

The preparation for a summer of productive research is a full-year process that is divided into two semesters. During the fall, the student attends skill building seminars as well as training in submitting research protocols to Columbia’s Institutional Review Board (where relevant). Once selected, early in the spring semester, Fellows will attend three seminars to prepare for their fieldwork. (A timeline of the application process is attached.)

The commitment of Faculty Sponsors is crucial for the success of the program. Faculty Sponsors oversee the development of the research proposal, and, where warranted, will be the official Principal Investigator of the Project. They provide both academic/theoretical and methodological guidelines for the project’s successful implementation and mentor the student throughout the research process, including the writing up of the research and the timely completion of the final paper. The student and Faculty Sponsor are expected to meet and/or communicate regularly throughout the spring and summer and will need to agree upon a timely and efficient method of communication.

Fellows are expected during the summer to provide a bi-weekly progress report to the CUSP staff, to submit a final paper and Abstract in early September, and to present the results of their research in early fall at the CUSP Fellowship Symposium.

To become a Faculty Sponsor, we would need a letter of support in which you state your commitment to working with the student through the completion of the project. In your letter, please share your assessment of the student’s ability to carry out the project. Students must submit this letter, along with the rest of their application material, by Friday, January 27, 2012, to the CUSP Office in the Center for Student Advising, 403 Lerner Hall. The letter may be in email form.

Thank you for your support and for enriching the educational experience of our students. Please do not hesitate to contact us if you have questions or require further information.

Sincerely,

Lavinia E. Lorch, Ph.D.                               Kristin Gager, Ph.D.
Senior Assistant Dean, Center for Student Advising (CSA)  Advising Dean, Center for Student Advising
Director, Columbia Undergraduate Scholars Program (CUSP)  Assistant Director, CUSP
212.854.6378                                         212.854.6378
lcl52@columbia.edu                                   keg2114@columbia.edu
CUSP SUMMER ENHANCEMENT FELLOWSHIP
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2011-2012 SEMINAR TIMELINE

MANDATORY SEMINARS:
The “Writing a Research Proposal” Seminars are workshops designed to help applicants acquire the skills necessary for the development of a sound research project proposal. These sessions will take students through the steps of conducting scholarly research and will therefore provide tools that will help in crafting a competitive proposal for the CUSP Summer Enhancement Fellowship – Independent Research. As research may at times involve human subjects, one seminar will include a discussion of the Institutional Review Board (IRB) protocols and will prepare students for taking the IRB online certification. Topics to be covered include: writing your project background; refining your research question; and developing your proposal.

I. Research Methods Seminar - Fall 2011: Preparing a Successful Application

Your attendance at 3 CUSP Summer Research Fellowship Seminars is mandatory to be considered for the Fellowship. Seminar dates, times, and meeting locations will be confirmed in advance.

Session 1: Monday 10/24 (6-8) Lerner 403
Session 2: Monday 11/14 (6-8) Lerner 403
Session 3: Monday 11/28 (6-8) Lerner 403

On a very strict, by approval *only* basis, students who have class conflicts during the seminar times may be eligible to apply for the Fellowship if they complete the following:

- Email GSM a copy of class schedule;
- Meet with GSM before the Fellowship due date;
- Review all materials and complete all assignments from the missed workshops via email;
- Attend any offered seminar makeup dates (date, time: TBA)

Additionally, students who plan to study abroad or off-campus during any semester of the application year are still eligible to apply provided they make prior arrangements.

II. Research Methods Seminar - Spring 2012: Preparing for the Field

Session 1: Monday 2/20 (6-8) Lerner 403
Session 2: Monday 3/5 (6-8) Lerner 403
Session 3: Monday 3/19 (6-8) Lerner 403
Session 4: Monday 4/23 (6-8) Lerner 403

All sessions (with the exception of the IRB specific workshop) are required for all Fellow applicants.

If you have a class scheduling conflict with the time and day of the meetings, please contact Amanda Gilliam (amanda.gilliam@gmail.com)
III. Summer Fellowships A-Z Workshops:

Attendance at two workshops is mandatory to be considered as a Summer Fellow. These workshops are designed to help applicants acquire the skills necessary for the development of a sound proposal and to prepare applicants for what is expected of them over the summer and upon their return to Columbia.

I. Workshop on Fellowship processes -Spring 2012:

The first workshop will cover the following skills:

- Proposal writing
- Budget preparation and reconciliation
- Self-assessment and reporting techniques
- Abstract writing
- Presentation skills

*It is being offered at three (3) separate times to best accommodate your schedule. Your attendance at one (1) of the three workshop slots is mandatory to be considered for the Fellowship:*

**Workshop 1:** Wednesday, Feb. 22, 2012 (6-8pm) (401 Lerner Hall)
**Workshop 2:** Friday, March 23, 2012 (2-4pm) (401 Lerner Hall)
**Workshop 3:** Monday, April 16, 2012 (12-2pm) (401 Lerner Hall)

II. Workshop on Cultural and Workplace Boundaries:

This workshop will address a range of issues and situations that students might encounter in an office setting, in a foreign country, in the field…

*This workshop to be held at the end of April, 2012 (Date, place, time TBA).*

If you have a class scheduling conflict with the time and day of the meetings, please contact GA, Candace Lukasik (cbl2121@columbia.edu)

**FOR FURTHER INFORMATION, PLEASE CONTACT:**

Lavinia E. Lorch, Ph.D.  Kristin Gager, Ph.D.  Amanda Gilliam  
Senior Assistant Dean, Student Affairs  Advising Dean  Graduate Student Mentor  
lel52@columbia.edu  keg2114@columbia.edu  amanda.gilliam@gmail.com  
COLUMBIA UNDERGRADUATE SCHOLARS PROGRAM (CUSP)  
Center for Student Advising  
403 Lerner Hall 212.854.6378 212.854.2562 (fax)
Research at Columbia University
Columbia University is one of the top research institutions in the world. Thousands of studies are conducted by the university's faculty and research staff each year. Much of this research has led to important results that help us lead healthier and better lives.

There are a wide range of areas where research can take place. These areas include research on health and medical issues, and research on ways of learning, and answers to person and social problems.

What Is Research?
Research can be described as an investigation of an issue to learn more about it. It is sometimes funded by the government, private foundations, and/or drug companies with the hope that the new information will be useful to the public and to other researchers. Some research can only be done with human participants.

Some researchers focus on issues related to human behavior or learning and others investigate complex social issues.

What is the IRB?
Any research that involves people can be considered ‘Human Subjects Research’ in a broad sense. If you are interested in conducting research (for example, a senior thesis or independent study) that will involve people answering questions, completing surveys, filling out forms, following instructions, and/or being observed (including participant observation) - or research that involves receiving data about identifiable individuals - you may need special approval to do this work.

All Universities have an ‘Institutional Review Board’ (IRB) which reviews research proposals involving humans and assesses whether or not the research can be approved, depending on what risk of harm the people taking part in the research might be exposed to.

This risk of harm can be physical, psychological, legal, or social and it is the job of the Columbia IRB to protect people who have voluntarily donated their time (even if they are compensated) in order to take part in any research that is conducted by a member of Columbia University.

Taking seriously the wellbeing of research participants is part of what makes a good researcher, and a good research project. In these pages, you will learn how to ensure that you conduct ethical research and the process for submitting your research proposal to the IRB for approval.

If you anticipate conducting human subject research, your first step is to attend an IRB Information Session.

Compliance Oversight -- http://www.columbia.edu/cu/irb/about.html
The IRB has the responsibility to oversee the conduct of research that it approves. Consistent with this responsibility, the IRB may audit research studies conducted at Columbia University or Columbia University Medical Center as well as research in which faculty and/or staff of Columbia University are engaged outside the institution. The Compliance Oversight Manager is responsible for conducting audits at both campuses and reports to the Executive Director of the IRB.

When, as a result of an audit, or in the course of routine IRB business, incidents of noncompliance by investigators with federal regulations or Columbia University Medical Center IRB policies are identified, they are brought to the attention of the Executive Director of the IRB and the Chair of the Board to which the protocol is assigned. The incidents of non-compliance are then reviewed and managed in one of several ways depending on the severity of the non-compliance. A plan of corrective action is documented for each incident of non-compliance.
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HOW TO APPLY FOR IRB APPROVAL
http://www.college.columbia.edu/academics/research/humansubjects/irb

Columbia College and School of General Studies students submitting proposed research for approval by the Institutional Review Board must:

1. Participate in a Human Subjects Research information session
2. Complete the online Human Subjects Protection Training
3. Create a research protocol in RASCAL
4. File a Conflict of Interests Disclosure Statement
5. Identify a CU faculty PI
6. Attach to your RASCAL protocol your completed approval request form and any necessary supplemental documentation

In addition, Columbia College and School of General Studies students may elect to participate in IRB submission workshops.

Questions may be addressed to:

- Faculty adviser overseeing the research
- Hazel May, Senior Associate Dean of Academic Affairs, Columbia College

IRB Information Sessions

These information sessions are designed for Columbia College and School of General Studies students to learn about the requirements for submitting an approval request to the Institutional Review Board and is required for all CC students who will be conducting research with human subjects.

To register for an information session, please email Hazel May, Senior Associate Dean of Academic Affairs

If your research will be conducted through collaboration with another organization, you will need to document that organization's approval of your research. If that organization has an IRB, you will also need to secure IRB approval from them.

Similar requirements exist for research conducted overseas. Please be sure to see our policy concerning international research if this applies to you.

Also, if you will be conducting research involving patients' medical records, you may be required to use a HIPAA authorization form. For more information about HIPAA, go to https://www.rascal.columbia.edu/comply/hipaa.html.
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SUPPLEMENTAL ESSAYS (FIRST YEARS ONLY)

1. Describe one CUSP activity or event that has caused you to reflect more deeply on the Program’s Pillars (Academic Excellence, Leadership, Global Awareness, and Civic Engagement) and/or the annual theme of “Borders and Boundaries”? What general questions do you currently have that you hope to answer through this summer experience?

2. What are the three most significant courses (including high school, study abroad, and higher education institutions) you have taken in preparation for this upcoming summer experience? Please explain.

3. Why should you be considered for this fellowship?