

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

SUMMER 2014 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 2014 awards must be submitted to Dean Kristin Gager in the Center for Student Advising by Friday, January, 31, 2014 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 2014.

All Scholars receiving the CUSP Summer Enhancement Fellowship will be required to update an Edu-blog on a weekly basis during the summer, submit an article length paper (20-25 pages), 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 Symposium. Failure to fulfill these requirements will necessitate a full return of funds.

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 covers skill building (three seminars on how to write a research proposal) as well as training in the specific process of 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, clarity, and coherence of the proposal; (3) the ability of the applicant to undertake the research; and (5) the commitment of a faculty sponsor.

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 such research will be required participate in an additional workshop to train them in this process (see section below).

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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(C00#) _____ Cell Phone: _____

Permanent Address: _____

Title of Project: _____

Amount requested _____ Amount Granted (*Office use only*) _____

Length of project (start and end dates): _____

Number of Weeks _____ 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: _____

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/CV
6. Budget Request
7. Letter of Support from Faculty Sponsor (see below)*
8. Completion of IRB online Certification (*if applicable*) attached to the completed application
9. IRB Protocol approved by April 30, 2014
10. Supplemental Questions (*First Years only*)
11. International Emergency info sign up online (*if applicable*):
<http://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BSGC000064>.

**This letter of support from an academic sponsor should reflect clearly the faculty member's role in the development of the proposal and his/her agreement to fully support the applicant over the course of undertaking and writing up the research. (A letter addressed to prospective faculty sponsors detailing the nature of support required is attached to this application; it is the applicant's responsibility to ensure that the faculty sponsor receives this letter as well as any other pertinent information regarding the CUSP Summer Enhancement Fellowship– Independent Research.)*

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

FACULTY SPONSOR LETTER

Dear Faculty Member:

The student approaching you with this letter is interested in working with you on a summer research project for which he/she is applying for funds to the Columbia Undergraduate Scholars Program (CUSP) Summer Enhancement Fellowship. This is a competitive grant that assists Scholars in securing structured research opportunities. By 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, taught by Graduate Student Mentors, 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 (due in September). 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 weekly progress report to the CUSP staff through an edu-blog, to submit a final paper (20-25 pages), an Abstract, and a budget reconciliation in early September, and to be ready to present the results of their research 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 31, 2014**, to the CUSP Office in the Center for Student Advising, 403 Lerner Hall. The letter may be in email form (see below).

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.
Senior Assistant Dean, Center for Student Advising (CSA)
Director, Columbia Undergraduate Scholars Program (CUSP)
212.854.6378

lel52@columbia.edu

Kristin Gager, Ph.D.
Advising Dean, Center for Student Advising
Assistant Director, CUSP
212.854.6378

keg2114@columbia.edu

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

2013-2014 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. Independent Research Methods Seminar - Fall 2013: 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, October 7, 2013** (8-10pm) Lerner 403
Session 2: **Monday, October 28, 2013** (8-10pm) Lerner 403
Session 3: **Monday, December 2, 2013** (8-10pm) 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 first seminar;
- Review all materials and complete all assignments from the missed workshops via email;

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. Independent Research Methods Seminar - Spring 2014: Preparing for the Field

Session 1: **Monday, March 31, 2014** (8-10pm) Lerner 403
Session 2: **Monday, April 14, 2014** (8-10pm) Lerner 403
Session 3: **Monday, April 28, 2014** (8-10pm) 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) or aog2102@columbia.edu

III. Summer Fellowships A-Z Workshops:

I. Workshop on Fellowship processes -Spring 2014:

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: Monday, March 3, 2014	(2-4pm)	Lerner 401	()
Workshop 2: Tuesday, March 4, 2014	(6-8pm)	Lerner 401	()
Workshop 3: Wednesday, March 5, 2014	(6-8pm)	Lerner 401	()

II. Workshop on Cultural and Workplace Boundaries and the Pre-departure Workshop for Students Traveling Overseas

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, 2014(Date, place, time TBA).

If you have a class scheduling conflict with the time and day of the meetings, please contact GA, Vivian Lehecka Coyne, vlc2113@columbia.edu

FOR FURTHER INFORMATION, PLEASE CONTACT:

Lavinia E. Lorch, Ph.D.
Senior Assistant Dean, Student Affairs
lel52@columbia.edu

Kristin Gager, Ph.D.
Advising Dean
keg2114@columbia.edu

Amanda Gilliam
Graduate Student Mentor
amanda.gilliam@gmail.com

COLUMBIA UNDERGRADUATE SCHOLARS PROGRAM (CUSP)

Center for Student Advising
403 Lerner Hall
212.854.6374
212.854.2562 (fax)

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

INSTITUTIONAL REVIEW BOARD (IRB) – GENERAL INFORMATION

<http://www.college.columbia.edu/academics/research/humansubjects>

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.

More information on Compliance Oversight here:

<http://www.columbia.edu/cu/irb/policies/documents/Noncompliancerevised022410.FINAL.websiteversion.pdf>

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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
AND/OR
- [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?