

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

SUMMER 2011 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 2011 awards must be submitted to Dean Michael Dunn in the Center for Student Advising by Friday, January, 28, 2011 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 2011.

All Scholars receiving the CUSP Summer Enhancement Fellowship will be required to submit a paper on their research, present the results of their research at a Symposium in the following fall semester, submit a reflection/evaluation to the CUSP Office, and submit a budget reconciliation report. Formal reflections from the students and faculty sponsors/internship supervisors will be required at the end of the summer.

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; (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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SUMMER 2011 APPLICATION

Name: _____ Year: _____

UNI: _____ Cell Phone: _____

Permanent Address: _____

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. Curriculum Vitae/Resume
6. Budget Request
7. Letter of Support from Faculty Sponsor*
8. IRB Certification (*if applicable*)
9. Supplemental Essay (*First Years only*)

**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.)*

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FACULTY SPONSOR LETTER

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. As a Faculty Sponsor, we will ask you to submit an update of the student's progress and interactions with you as of March 1, 2011.

Fellows are expected during the summer to provide a bi-weekly progress report to the CUSP staff, to submit a final paper in early September, and to present the results of their research in early October at a Summer Research 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, from spring through September. 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 28, 2011**, to the CUSP Office in the Center for Student Advising, 403 Lerner Hall. The letter may be in email form.

Thank you for your interest in the CUSP Summer Enhancement Fellowship and for enriching the educational experience of our students. Please do not hesitate to contact me 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)
212.854.1832
lel52@columbia.edu

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

2010-2011 SEMINAR TIMELINE

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.

FALL SEMESTER SEMINARS ON “WRITING A RESEARCH PROPOSAL”

- Thursday, November 11, 2010 – 6-8 pm, Carman Lounge
- Thursday, December 2, 2010 – 6-8 pm, Wein Lounge
- Thursday, December 9, 2010 – 6-8 pm, Carman Lounge

Additional Mandatory Online Workshop for all Students Conducting Research Involving Human Subjects:

- *Date and Time TBA*

SPRING SEMESTER SEMINARS ON “PREPARING FOR THE FIELD”

- Week of Feb. 21, 2011 – TBD
- Week of March 7, 2011 – TBD
- Week of March 21, 2011 – TBD

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)*

FOR FURTHER INFORMATION, PLEASE CONTACT:

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

Michael Dunn
Advising Dean
mkd2010@columbia.edu

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

COLUMBIA UNDERGRADUATE SCHOLARS PROGRAM (CUSP)
Center for Student Advising
403 Lerner Hall
212.854.6378
212.854.2562 (fax)

CUSP SUMMER ENHANCEMENT FELLOWSHIP INDEPENDENT RESEARCH

INSTITUTIONAL REVIEW BOARD (IRB) – GENERAL INFORMATION

<http://www.columbia.edu/cu/irb/info.html>

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?

Research in which people will be asked to participate cannot begin until it has been approved by an Institutional Review Board (IRB). This group of people often includes behavioral and social scientists, social workers, other professionals, and people from the local community. They all work together to make sure that human research is well planned and ethical.

The IRB decides, when approving studies, that it is reasonable to ask people whether they want to be involved. Both before and during the research study, the IRB serves to protect the rights and welfare of research participants. It makes sure that any risks in the research study are as small as possible. The IRB also reviews each study while it is going on to make sure volunteers continue to be protected.

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.columbia.edu/cu/irb/submit.html>

<http://www.columbia.edu/cu/irb/policies/documents/-HowtoApplyforIRBApproval.pdf>

1. The first step towards securing IRB approval for your research is to complete the required Morningside Human Subjects Training Course. This course is available through RASCAL at <https://www.rascal.columbia.edu>.
 - a. Go to the RASCAL home page and click on "Testing Center" to take the course. You will need to log in using your UNI and email password (note that if you are logging into RASCAL for the first time, you will be prompted for personal contact information). Then select the Morningside Human Subjects Training Course from the course listings. The course should take less than an hour to complete and will give you an introductory understanding of the IRB process.
 - b. You are required to take this test before the IRB will review your research. Principal Investigators, Co-Investigators, Research Staff, as well as anyone coming into contact with Human Subjects or involved with the consent process or study design are required to complete this course.
 - c. Note that the Principal Investigator must be a member of the Faculty or an Officer of Research as described in the Faculty Handbook. The Faculty Handbook can be found online at: <http://www.columbia.edu/cu/vpaa/fhb/>.
 - d. For student research, the Faculty Advisor should be listed as PI on their IRB application.
2. The second step is to go to the IRB web site to review the current guidance and policies. The web address is <http://www.columbia.edu/cu/irb>. You should review all the policies that may apply to your research.
3. The next step is to create a proposal in RASCAL. This will be your IRB application. Go to the RASCAL home page and click on "Human Subjects" and then log in. Once you have logged in, click on "Create a Protocol" to begin creating your IRB application. Your faculty advisor will be the Principal Investigator on your project.

Your IRB application should include the following:

- A detailed description of your research, including your hypotheses, methods or procedures to be used, a description of the population you will be studying, and a description of steps you will take to minimize risk to participants and to ensure confidentiality.
- Any grant proposals or dissertation proposals associated with your research.
- Any surveys, questionnaires or sample questions you will use.
- Any recruitment materials you may use to enlist human subjects in your research (contact letters, e-mails, phone scripts, flyers).
- A detailed description of any secondary data you will use, including its source, the variables it contains, any merging you will do with other data sources, and any agreements you have made with the owners of the data.
- Consent forms, Assent form, and any applicable translations.

Note that Consent forms and Assent forms can and should be built using RASCAL's Consent Form Builder. A short tutorial is available through the RASCAL Testing Center.

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). What general questions do you currently have about the pillars 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?