



New York City College of Technology

The City University of New York

EMERGING SCHOLARS PROGRAM APPLICATION INSTRUCTIONS



Please read the following instructions before filling out the application package:

1. Faculty mentors are advised to review the cover/introductory letter accompanying this application with the student researcher(s). All conditions/expectations of the program must be satisfied in order for research assistants to receive their stipends.
2. **The 2-page application form, IRS W-9, and Consent forms are in a computer-fillable format. FILL OUT ALL FORMS BY COMPUTER AND THEN PRINT OUT PAPER COPIES FOR FACULTY AND STUDENT SIGNATURES. At this time, only paper (hard copy) submissions will be accepted. Hand written applications are no longer accepted.**
3. Both faculty and student must each print and sign a separate copy of the Consent Form. Faculty mentoring multiple students needs only to submit one signed form.
4. **The Emerging Scholars application deadline is Friday Oct. 4, 2013. Please submit a signed hard copy of the Application form, W-9 and Consent forms to either:**

Ms. Iva Williams
Office of the Dean of Arts & Sciences, Namm-805
Phone ext. 5008
Email: IWilliams@CityTech.Cuny.Edu

or

Prof. Selwyn Williams
Director of Undergraduate Research, Namm-325E
Phone ext. 5433
Email: sawilliams@citytech.cuny.edu or
undergraduateresearch@citytech.cuny.edu

5. For all inquiries please contact the Director of Undergraduate Research.



NEW YORK CITY COLLEGE OF TECHNOLOGY

The City University of New York
Selwyn A. Williams, PhD,
Director of Undergraduate Research
300 Jay Street, Namm 325E
Brooklyn, NY 11201-2983

Office phone: (718) 260 5433
sawilliams@citytech.cuny.edu
undergraduateresearch@citytech.cuny.edu

Emerging Scholars Program – Fall 2013

The Emerging Scholars Program provides a \$500 stipend for an undergraduate assisting faculty with research or other scholarly endeavors. The purpose of the program is to help students develop a close relationship with a faculty member and promote a practical understanding of material learned in courses, while providing faculty with some assistance to advance their work. In order to be awarded the stipend, students are expected to:

- Attend the **September 19, 2013** orientation meeting from 1:00 – 2:00 pm in N1002.
- **Submit a completed application packet by Friday October 4, 2013.**
- Work a few hours every week (~50 hours total) with their mentor*.
- Attend the workshop by Prof. Jody Rosen and Prof. Lauren Park on Thursday, September 26 at either 1:00 – 2:00 pm or 4:00 - 5:00 pm in room N119 on **Writing Abstracts for Research Projects**.
- Attend the workshop by Prof. Maura Smale on Thursday, October 17 at either 1:00 – 2:00 pm or 4:00 – 5:00 pm on **Advancing Library Research Techniques**, in room A540.
- Attend the workshop by Prof. Justin Davis and Prof. Jody Rosen on Thursday, October 31, at either 1:00 – 2:00 pm or 4:00 – 5:00 pm in N119 on **Developing and Delivering Effective Research Presentations**.
- Attend the workshop by Ms. Jodi-Ann Young on Thursday, November 14 at either 1:00 – 2:00 pm or 4:00 – 5:00 pm in N119 on **Designing a Research Poster Presentation**.
- Attend the workshop by Ms. Jodi-Ann Young on Tuesday, November 19 at 2:00 – 3:00 pm in G604 on **Research Poster Design**.
- Participate in the Honors/Emerging Scholars poster session towards the end of the semester on **December 4 & 5**.
- Prepare abstract summarizing accomplishments and submit it to the mentor by **November 20, 2013**. Mentors should proofread and email to me by **November 27, 2013**; earlier if possible. Students will be asked permission to publish their abstract on the college website and in the book of abstracts.
- Be a full-time student in good academic standing (exceptional PT students are eligible for 50% stipends for 25 hours of work with their mentors).

*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 per semester. Exceptions can be made for students working with mentors on multiple **related** projects or group projects (as verified by the mentor). There is no limit on the number of students faculty can mentor in the Emerging Scholars Program.*

*Due to restrictions in funding, students must be US residents or permanent resident aliens (they **must** have a social security number) to receive the stipend. They must be recommended by a faculty member into the program, and be in good academic standing, ie. not placed on academic probation. In rare cases advanced part-time students are accepted into the program. Partial stipends may also be arranged for part-time students. They will participate a proportional number of hours, typically a stipend of \$250 for 25 hours of work and must attend the workshops.

In order to be paid, a W-9 form must be completed and submitted to the Dean of Arts and Sciences, N 805. Stipends are sent to your home after the end of the semester (allow 6-8 weeks for processing). To ensure timely delivery, please verify that the college has your correct address on file. At the Awards Ceremony, you will receive a certificate for your accomplishment.

***Note:** Interested faculty who are still seeking students to conduct research through the Emerging Scholars Program should contact me directly and are encouraged to attend the September 19th orientation.*

Undergraduate Research website - <http://openlab.citytech.cuny.edu/undergraduateresearch>



New York City College of Technology

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EMERGING SCHOLARS PROGRAM APPLICATION

Part 1. Applicant Information

Student Name: _____ S.S.# (last 4 digits only) _____

Address: _____

Home phone: _____ Cell: _____

City Tech or CUNY email address: _____

Alternative email address: _____

Program/Major: _____ Status (check one): FT PT

Freshman Sophomore Junior Senior Post-baccalaureate

Research Experience: None 1st -time applicant w/ experience returning Emerging Scholar

For returning Emerging Scholars, give the previous semester(s) and year(s) _____

Do you currently work, or have worked at City Tech?(or CUNY) Yes No

If yes, please give your position and department or office _____

How did you first learn about the Emerging Scholars Program? From a previous participant From a flyer

From a professor From the college's website/catalog Undergraduate Research Office Other

I have read, understood and agree to comply with the expectations and conditions listed in the introductory letter accompanying this application.

Student signature _____ Date: _____

Part 2. To be completed by faculty

Faculty Name: _____

Department: _____

Phone: _____ Email: _____

Project Title: _____

Please provide a brief description (200 words max.) of the project activity in which the student will be involved.

Faculty Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

CONSENT

I hereby consent to the unrestricted use by New York City College of Technology (the College), The City University of New York (the University) and their related entities for the benefit of the College or the University of (1) my name; (2) my photograph, portrait, picture or other likeness; (3) the name(s) of undergraduate college(s) attended, degree(s) earned and year(s) of graduation; (4) (a) the name(s) of graduate, professional or other school(s) attended or being attended and program(s) in which enrolled or (b) my job title(s) or position(s) held and name(s) of company(ies) or other concern(s) by which formerly or now employed; and (5) any physical or audio/visual representation(s) thereof of example or examples of my classroom or laboratory course work for news, advertising or other promotional purposes or for the purposes of trade. I waive the right to inspect or approve any such materials related to such purposes and understand that I will receive no compensation for this consent.

Signature

Name

Address

Phone

Date

Department

Honors and Emerging Scholars

Name: _____

Email: _____

Check all that apply: Honors Scholar Emerging Scholar



September 26, 2013 Writing Abstracts for Research Projects

Initials: _____ Profs. Lauren Park and Jody Rosen

1:00 -2:00 PM - Namm 119 4:00 -5:00 PM - Namm 119

October 17, 2013 Advancing Library Research Techniques

Initials: _____ Prof. Maura Smale

1:00 -2:00 PM - Room Atrium 540 4:00 -5:00 PM - Room Atrium 540

Exempt (Reason): _____

October 31, 2013 Developing and Delivering Effective Research Presentations

Initials: _____ Profs. Justin Davis and Jody Rosen

1:00 -2:00 PM - Namm 119 4:00 -5:00 PM - Namm 119

November 14, 2013 Designing a Research Poster Presentation

Initials: _____ Ms. Jodi-Ann Young

1:00 -2:00 PM - Namm 119 4:00 -5:00 PM - Namm 119

Please submit to: Ms. Laura Yuen-Lau, Midway 308 by November 21,2013

Fall 2013

Honors and Emerging Scholars

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Email: _____

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