




2024-25 STUDENT HANDBOOK

Office of Student Research

Keep In Touch
With Us

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www.csusb.edu/studentresearch 

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Table of Contents

Welcome to Your Research Journey	1
About the Office of Student Research: Mission, Vision, and Values	2
Explore Research Opportunities: Programs and Eligibility	3
Securing Funding: Scholarships and Grants for Your Research	4
Your Research Toolkit: Tools, Resources, and Support Services	7
Navigating Research Ethics: Guidelines and Compliance Training	9
Enhance Your Skills: Workshops and Events Calendar	10
Key Dates and Deadlines: Mark Your Calendar	13
Stay Connected: Contact Details and Social Media	14

Welcome to Your Research Journey

Hey Yotes!

We at the Office of Student Research (OSR) are thrilled to welcome both new and returning students to our vibrant campus. We are excited to offer you a myriad of opportunities to engage, explore, and excel in your academic and research endeavors.

At OSR, we are committed to fostering a supportive environment where you can pursue innovative research projects, develop critical thinking skills, and collaborate with a community of like-minded peers and mentors. Whether you are taking your first steps into the world of research or you are continuing your scholarly pursuits, we are here to support your journey.

This year, we have planned a series of engaging workshops, seminars, and events designed to enhance your research skills and broaden your academic horizons. We encourage you to take full advantage of these resources, participate actively, and connect with our team and your fellow researchers.

We are excited to see what you will achieve this year, and if you have any questions or need guidance along the way, do not hesitate to reach out to us. Here's to a fruitful and inspiring year ahead!

Warm regards,
Ryan



Ryan Keating, Ph.D.
Director, OSR
Professor of History

About the Office of Student Research: Mission, Vision, and Values

Mission

The mission of the Office of Student Research (OSR) is to facilitate the research and creative activities of CSUSB graduate and undergraduate students by providing programs, activities, and funding opportunities. Student research and creative activities are defined broadly and include research, scholarly activity, and creative activity mentored by a faculty member, with the goal of publication, presentation, performance, or exhibition.

Vision

The OSR will be the CSUSB entity that best facilitates CSUSB students' inquiry, discovery, and creativity in all disciplines through faculty-student collaboration within and outside of the classroom in research and creative activities. All CSUSB students will have an opportunity to participate in course- and mentor-based research and creative activities as a part of their educational experience at CSUSB. By doing so, the OSR will contribute to CSUSB's mission to offer a challenging and innovative environment to improve graduation rates, driven by teaching and research excellence, intellectual interaction and creativity.

Core Values

- Student Success (Graduation, Retention)
- Faculty and Student Collaboration
- Engaged learning (HIPS)
- Mentorship
- Professional Development – for faculty and students
- Community Outreach (community colleges, high schools)
- Diversity, Equity, and Inclusion

Explore Research Opportunities: Programs and Eligibility

At CSUSB, students can engage in faculty-led research, pursue independent research projects, or participate in research internships.

Opportunities to get involved include the following:

Undergraduate Summer Research Program (USRP)

Purpose: The USRP is a 10-week, mentored research program that provides funding and resources to support undergraduate students who, under the direct supervision of a faculty mentor, will complete a research project or other scholarly activity related to their field.

Applicant Eligibility: Any full-time faculty member, tenured or tenure-track. Students must have at least a 2.5 GPA and be selected by the faculty.

Maximum Award Amount: \$5,000 faculty stipend and \$500 for research materials. Students will earn \$17.01 an hour, 20 hours a week.

Undergraduate Research Training Initiative for Student Enhancement (URISE)

Purpose: The NIH-funded U-RISE program (Undergraduate Research Training Initiative for Student Enhancement) program is seeking excellent undergraduate students who plan to continue their academic careers and gain a Ph.D. in research-based disciplines that have relevance to health (psychology, biology, chemistry, kinesiology, etc.).

Applicant Eligibility: Students must have a strong GPA, goal consistent with the purpose of the U-RISE grant (i.e., the intention of gaining a Ph.D. in a health-related field).

Maximum Award Amount: Stipend of approximately \$1,100

Securing Funding: Scholarships and Grants for Your Research

ASI Student Research & Travel Grant (SRT)

Purpose: This program encourages and supports both undergraduate and graduate student research and creative activities by providing funding for student research and travel related to academic growth and development. Students may use the funding to conduct research for an independent study, an academic course, an honors project, or a master's thesis project. Additionally, funds can be used to present at or attend conferences. Funding is made available through Associated Students Incorporated.

Applicant Eligibility: Currently enrolled undergraduate students with a minimum 2.5 GPA; graduates must have a 3.0 GPA.

Maximum Award Amount: \$1,000 (September-April excluding December and May)

SSI Graduate Research Grant

Purpose: Supported by the Student Success Initiative (SSI), the SSI Graduate Research Award is designed to support graduate student research and creative activities related to their thesis, project, or dissertation research. The program's goals are: 1) to stimulate research and creative activities among graduate students; 2) to foster problem-solving and problem-framing skills, synthesis skills, and creative skills; 3) to provide financial support to graduate students engaging in research and creative activities; and 4) to contribute to CSUSB's reputation as a research and innovative institution.

Applicant Eligibility: Be enrolled in a graduate program at CSUSB. Be in good academic standing (e.g. cumulative GPA of 3.0 or higher). Students planning to graduate before Spring 2025 are ineligible.

Maximum award amount: \$2,000

Securing Funding: Scholarships and Grants for Your Research

Mellon Mays Undergraduate Fellowship Program (MMUF)

Purpose: The MMUF is a 2-year prestigious program at CSUSB that provides financial support, research mentorship, and assistance with graduate school applications to undergraduate students in the Humanities and Social Sciences. The MMUF program is designed to encourage fellows to enter Ph.D. programs that prepare students for professorial careers; it is not intended to support students who intend to go on to medical school, law school, or other professional schools.

Applicant Eligibility: Students must be in good academic standing, have a GPA of 3.5 or above, and be interested in pursuing a Ph.D.

Maximum Award Amount: \$15,000

Coyote Research Fellowship

Purpose: The Coyote Research Fellowship (CRF) Program is an enriching and dynamic journey designed to ignite the passions of aspiring behavioral and biomedical researchers. Sponsored by the National Institutes of Health (NIH), this program is committed to nurturing talent, helping students find supportive mentors, and supporting students as they begin to think about their future paths as students at CSUSB and beyond.

Applicant Eligibility: Students must be an undergraduates with at least a 2.5 GPA.

Securing Funding: Scholarships and Grants for Your Research

Smoke and Tobacco Outreach And Prevention Scholars Program

Purpose: The CSUSB Smoke and Tobacco Outreach and Prevention Scholars (STOPS) program is a grant-funded initiative aimed at cultivating a diverse group of researchers and advocates focused on tobacco control. In collaboration with Charles R. Drew University and the USC Keck School of Medicine, STOPS offers advanced research sites for smoking and vaping cessation. The program supports undergraduate, post-baccalaureate, and master's students, particularly from tobacco priority populations, providing them with mentorship and training to conduct tobacco-related research. Participants also engage in local tobacco control projects and educational activities, with the overarching goal of sparking interest in tobacco-related research and promoting the sustained involvement of diverse researchers in the field.

Applicant Eligibility: Students must be in good academic standing, have a GPA 3.0 or higher, have an interest in pursuing a degree related to tobacco-related disease, and be Members of a tobacco-priority population (i.e. underrepresented minority, low socio-economic status, or be recently incarcerated)

Your Research Toolkit: Tools, Resources, and Support Services

Research & Creative Activities Database

The Research and Creative Activities (RCA) Database serves as a clearinghouse of all research and creative activities on campus. It aims to expose students to the various types of research and creative projects at CSUSB while connecting them with faculty who need support.

Students looking to become involved in research or creative activities are encouraged to check the database periodically, as new opportunities are added regularly.

Coyote Research Ambassadors (CRA)

The mission of the Coyote Research Ambassador Program (CRA) is to further the development of a research culture across CSUSB through peer-to-peer recruitment, advisement, and support of the OSR.

How Coyote Research Ambassadors can help you:

- Assist you with the research process, from finding a faculty mentor and research opportunity to how to disseminate your research.
- Mentor you through the grant proposal writing process and how to get involved in research on and off-campus.

Peer Lab & Peer Research Consultant Programs

The Peer Lab and Peer Research Consultant programs at CSUSB are designed to support and enhance students' academic research skills. The Peer Lab offers a collaborative environment where students can work alongside peers trained in research methodologies, fostering a community of learning and mutual assistance. Meanwhile, the Peer Research Consultant program pairs students with trained peer mentors who provide guidance on various aspects of academic research, including effective search strategies, data analysis, and proper citation practices.

Your Research Toolkit: Tools, Resources, and Support Services

Distinguished Fellowship Initiatives

The Distinguished Fellowship Initiative is designed to support three interrelated goals, all with the fundamental purpose of encouraging students to apply for and win prestigious national and international fellowships to support their undergraduate and graduate education. The OSR and a team of faculty provide support to students interested in applying for opportunities such as the Goldwater Fellowship, Boren Fellowship, external summer fellowships, and more.

Co-Curricular Transcripts

The Co-Curricular Transcript (CCT) serves as an official record that recognizes and highlights students' research achievements and creative contributions outside of formal coursework. By documenting involvement in activities like groundbreaking research, presentations, and grant achievements through the Office of Student Research (OSR), the CCT provides a holistic view of a student's educational endeavors. Students are encouraged to update their CCT on Coyote Connection to showcase their dedication to research and creativity.

Research Survey Distribution

The Research Survey Distribution provides CSUSB students and faculty with support in distributing approved research surveys to the university community. This service is available exclusively to CSUSB faculty and students with an IRB-approved research study. The OSR assists in disseminating these surveys by posting them on the OSR website and sending via email listserv.

Navigating Research Ethics: Guidelines and Compliance Training

At CSUSB, research ethics and compliance are guided by a comprehensive framework designed to ensure the protection of human subjects and the integrity of the research process. The Institutional Review Board (IRB) plays a crucial role, reviewing all research projects involving human subjects to ensure they comply with ethical standards and federal regulations. Researchers must complete the Collaborative IRB Training Initiative (CITI) program, which includes modules on topics such as the Responsible Conduct of Research (RCR), financial conflicts of interest, and various compliance areas like human and animal subjects.

- **CITI Training**: CITI training for IRB is an online program that provides certification in the responsible conduct of research, focusing on the ethical treatment of human subjects in research studies. It's required for all researchers involved in human subjects research at institutions like CSUSB to ensure they understand and comply with ethical standards and regulatory requirements.
- **Policies & Regulations**: Review the guidelines and procedural information to ensure that research involving human subjects is conducted ethically and in compliance with university and federal regulations. This resource is crucial for researchers who require clarity on ethical considerations, data security, and adherence to both state and federal research laws.
- **IRB Review**: The Institutional Review Board (IRB) at CSUSB is responsible for reviewing and approving research projects involving human subjects, ensuring that they adhere to ethical standards and regulatory requirements to protect the rights and welfare of participants.

Contact Information

Michael Gillespie
Sr. Research Compliance Officer
Ofc. of Research & Sponsored Programs
Phone: 909-537-7588
Email: mgillesp@csusb.edu

Enhance Your Skills: Workshops and Events Calendar

The OSR carefully curates events and workshops designed to enhance your academic and research skills, connect you with like-minded peers and mentors, and expand your understanding of various research methodologies and practices. Please visit our website to learn about all of the upcoming outreach activities and workshops that will be held this academic year.

Southern California Conference for Undergraduate Research

November 23rd, 2024

Time: 7:30 AM - 5:30 PM

Location: CSU, San Bernardino

Application Deadline: September 22nd, 2024

CSUSB Student Research Competition

February 14th, 2025

Time: 9:30 AM - 3:30 PM

Location: College of Education

Application Deadline: January 13th, 2025

Mellon Mays Keynote Speaker Event

April 9th

Time: 12:00 PM - 1:30 PM

14th Annual “Meeting of the Minds” Student Research Symposium

April 10th

Time: 10:30 AM - 5:30 PM

Workshops

The OSR conducts a series of workshops to support students with various career and professional development topics, such as getting involved in research, presenting a poster or oral presentation, applying to graduate programs and grants, finding a faculty mentor, and creating a CV or personal statement. Workshops are held on **Thursday during coyote hour at 12:00 p.m.** Register to attend!

SCCUR CONFERENCE

SATURDAY NOVEMBER 23RD, 2024



EMPOWERING MINDS, ELEVATING EXCELLENCE



Southern California Conference for Undergraduate Research 2024

 CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

WHERE RESEARCH SHAPES FUTURES

CALL FOR ABSTRACTS

ABSTRACT SUBMISSION OPENING

JUNE 30TH, 2024

ABSTRACT SUBMISSION DEADLINE

SEPTEMBER 22ND, 2024

WWW.SCCUR.ORG/2024-ANNUAL-CONFERENCE

14TH ANNUAL MEETING OF THE MINDS STUDENT RESEARCH SYMPOSIUM

THURSDAY APRIL 10TH, 2025

PRESENTED BY THE OFFICE OF STUDENT RESEARCH

The 14th Annual 'Meeting of the Minds' Student Research Symposium will be held on Thursday April 10th, 2025. Celebrating the achievements of our students, "Meeting of the Minds" is a one-day event recognizing the outstanding scholarly and creative accomplishments of CSUSB graduate and undergraduate students. Join in on an opportunity to view poster and oral presentations from student research and creative activities across various disciplines at CSUSB.

ORAL PRESENTATIONS



POSTER PRESENTATIONS



ART EXHIBITS

CALL FOR APPLICATIONS

Applications are now open for the much-anticipated 14th Annual Meeting of the Minds. CSUSB graduate and undergraduate students have the opportunity to showcase their research and creative activities (RSCA) through oral, art exhibits and poster presentations.

- Students from all disciplines are welcome to participate.
- Undergraduate or graduate students currently enrolled at CSUSB and alumni/alumnae who received their degrees in Spring, Summer, and Fall 2024 are eligible.
- Student with work that are either preliminary, ongoing or completed are strongly encouraged to apply today

APPLICATION DEADLINE
MARCH 4TH, 2025 AT 11:59PM VIA INFOREADY



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Key Dates and Deadlines: Mark Your Calendar

Program/Activity	Award Amount	Date/Deadline
Student Research & Travel Grant	Up to \$1000	Call for Applications: August 1st Application Deadline: 20th of each month excluding December, May, June, and July.
SSI Graduate Research Award	\$2000	Call for Applications: September 2nd Application Deadline: October 7th
Mellon Mays Undergraduate Fellowship Program	Up to \$15,000	Call for Applications: January 6th Application Deadline: March 31st
Undergraduate Summer Research Program	\$3800	Call for Applications: September 2nd Application Deadline: January 27th
Outstanding Student Researcher Award	N/A	Call for Applications: January 6th Application Deadline: February 28th
RSCA Faculty Mentor Award	N/A	Call for Applications: January 6th Application Deadline: February 28th
SCCUR	N/A	Call for Applications: June 1st Application Deadline: September 22nd
CSUSB Student Research Competition	N/A	Call for Applications: November 4th Application Deadline: January 13th
Meeting of the Minds		Call for Applications: January 6th Application Deadline: March 3rd

Stay Connected: Contact Details and Social Media

Location:

Office of Student Research
California State University, San Bernardino
5500 University Parkway San Bernardino, CA 92407
Building CE-357

Office Hours:

Monday - Thursday: 8:00 AM to 5:30 PM
Closed on Fridays, Saturdays, and Sundays

Contact Information:

- Phone: (909) 537-3728
- Email: osr@csusb.edu

Social Media:

Stay connected with us through our social media channels for updates on events, workshops, and other exciting news:

- Facebook: [CSUSB OSR Facebook](#)
- Twitter: [CSUSB OSR Twitter](#)
- Instagram: [CSUSB OSR Instagram](#)

Direct Contacts:

For specific inquiries or assistance, feel free to reach out to our dedicated staff:

- Dr. Ryan Keating, Director, rkeating@csusb.edu
- Danielle White, Program Manager, dnwhite@csusb.edu

Website:

For more information, please visit our website: [Office of Student Research - CSUSB](#).

We are here to support your academic and research pursuits at CSUSB. Don't hesitate to contact us with any questions or for more information!