Summer Research Opportunities Program
Student Handbook

Northern Illinois University
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General Information

Program Description

The Summer Research Opportunities Program (SROP) was created to promote access to undergraduate research during the summer months for students enrolled at NIU. SROP affords students the opportunity to conduct paid, faculty-mentored research during the summer months (June to August).

Program Objectives

It is the goal of SROP to:

- Engage students in faculty-mentored research
- Provide a positive learning environment through hands-on experience
- Introduce students to the process of research in their field
- Give students the opportunity to meet other driven and determined students
- Have students present at Research Symposium

OSEEL Staff Information

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Faculty Mentor Roles and Responsibilities

Faculty mentors overseeing SROP students are expected to:

- Meet with students regularly to create a plan to complete the proposed project
- Provide clear communication about the expectations of the project activities and style of interaction
- Assist student with identifying research articles and related resources
- Provide honest, encouraging feedback to the student about progress
- Assist the student with preparation of project materials for presentation based on the students discipline
- Attend the Summer Research Symposium on Friday, August 11, 2017
- Notify OSEEL staff of any problems in the mentoring relationship

Note: Faculty Mentor’s also assist their student with their final paper, which is broken down into various sections throughout the program. Examples of sections in the paper include the Introduction, Background/Context, Methods, Data Collection, Results, Discussion, Limitations, and Future Implications. The Mentor should provide feedback and suggestions for the paper based on the guidelines that are set for the specific discipline’s field. The sections and formatting of the final paper will be entirely up to the faculty mentor’s discretion.

Student Roles and Responsibilities

The SROP experience is substantive, requiring a full-time commitment from the students. In conjunction with the requirements of the faculty mentor, all participants are required to make a final presentation at the Summer Research Symposium on August 11, as well as write a final paper with guidelines determined by their faculty mentor. Each week, students participate in supplemental activities (weekly workshops/meetings) to enhance their program experience and preparation for their career or graduate school.

Participating in faculty-mentored research is a privilege. All SROP participants are expected to respect the work and time their mentor is putting in by doing the same. Students are expected to behave in a professional manner at all times and remember to represent their department, college, program, institution, and mentor at every SROP workshop, excursion, and outing.

Program Components

Time Commitment

Students are expected to participate fully by committing 40+ hours per week toward the SROP experience. This includes required project components (e.g., lab hours), time to attend all scheduled SROP activities/workshops, meetings with the faculty mentor, and preparation of a poster or oral
presentation for the Summer Research Symposium on Friday, August 11. Also, students should be prepared to do independent work if the faculty mentor requires it or is unavailable at some point throughout the summer. Faculty mentors are relying on students to be curious and pursue the completion of the proposed project. If a student feels as though s/he cannot do this, please speak with OSEEL staff immediately.

**Meeting Information**

Activities and workshops are generally planned for the entire SROP cohort to attend one day of the week. These events give the students and staff time to check-in and to make sure everyone is on track, as well as pass along important information to the students regarding the research process. Students should avoid having any lab responsibilities when workshops are scheduled. Students also have weekly one-on-one meetings with OSEEL staff to help assess the progress of their research. If a student cannot attend a scheduled meeting or workshop, s/he must notify OSEEL prior to the start of the event. If a student does not notify OSEEL or the SROP program coordination, the absence will be unexcused.

**Excursions**

To strengthen the SROP experience, the cohort will go on occasional excursions throughout the summer session. These excursions are meant to enhance the students’ experiences in the program, as well as provide students with networking opportunities with successful NIU alumni and donors.

**Project Proposal**

The project proposal helps to focus the student before s/he begins the work. The completed proposal shows OSEEL and the faculty mentor that the student knows about the project, its purpose, and what will be done throughout the eight weeks, etc. The project proposal also provides a good base for the information that will later be presented at the Summer Research Symposium. Below is an outline for the project proposal.

**Project Proposal Guidelines**

1. **Abstract**
   The abstract should be a brief description of the project, its objectives, and expected results. The abstract should be written for an educated but not expert audience. Please limit this section to 250 words or less.

2. **Project Description (limit 6 pages, double spaced)**
   The project description should be a clear statement of the work to be undertaken, using the five headings (A-E) below. It should be no more than six (6) double-spaced pages long with no smaller than 10-point type and 1-inch margins. **Please note: While the mentor should be consulted, it is the student’s responsibility to write the proposal in his/her own words, and not copied from a website, article or other work. Plagiarism is cause for removal from the program.**
a. **Background and Context:** Explain the present state of knowledge, understanding or creative experimentation in the field with proper citations of pertinent literature where appropriate. (See Literature Cited, section III). Make it clear why the research or artistry project needs to be undertaken to fill a gap in knowledge. In addition, highlight how the project pertains to leadership, research, and/or civic, social, and global engagement.

b. **Statement of Significance and Impact:** Explain the significance of the project as it contributes to the advancement of learning within the field (i.e. the big picture), to the enrichment of our cultural and aesthetic heritage, to the public welfare (i.e. the greater good) and/or to other research conducted within the same lab or unit.

c. **Statement of Project Objectives:** Clearly and concisely state the research question or creative concept that will be addressed during the period of the proposed project.

d. **Methods:** Describe, in clear and understandable terms, the general plan of work in order to fulfill the stated goals and project outcomes.

e. **Outcomes:** What are the expected results or the expected range of results? What happens if the data does not yield the results you expected? How will “other” results be interpreted? For creative projects, what will be the final product of the proposed project? Possible products are a report, a publishable article or chapter, a performance, a policy recommendation, a painting, etc. Be specific. **Please note:** SROP requires a final paper and a final presentation (i.e., poster or oral session, or both) at the Summer Research Symposium. It is up the faculty mentor’s discretion for additional, required final products.

3. **Literature Cited** (This is not included in your 6 page limit)
   Include a list of references that are cited in the abstract and/or proposal, especially in section A. Use standard professional format such APA style for your literature citation (field appropriate).

4. **Impact on Academic Experience** (This is not included in your 6 page limit)
   Indicate how the proposed independent artistry or research is expected to enhance the specific student’s academic experience.

5. **Timelines of Project Activities** (This is not included in your 6 page limit)
   Provide a timeline of activities throughout the eight week SROP experience. Include specific benchmarks to achieve throughout the summer (such as literature search, data collection, data analysis, and final product preparation to name a few). **This timeline should be on a daily or weekly basis. Timelines written in narrative form will not be accepted.**

**Plagiarism**

The Summer Research Opportunities Program is a part of an academic community that strives for academic honesty, integrity, and originality. All SROP students are advised that presenting another’s
work as your own, even if by accident, is a serious violation of university policy and the Student Code of Conduct. The Student Code of Conduct identifies the following as acts of academic dishonesty: “The term ‘plagiarism’ includes but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (p. 17). Suspected cases of plagiarism will be investigated and dealt with by the Program Director and the Office of Community Standards & Student Conduct.

Library Resources

The Founders Memorial Library offers a variety of research resources that provide background on project topics. Some of these resources include: the NIU online catalog, interlibrary loan, requesting services (NIUILLiad), scholarly article databases, and subject specialists.

- The NIU online catalog is used to quickly find appropriate books, magazines, articles, etc. on the inputted information. For example, if the research topic is on groundwater contamination caused by agricultural pollution, a student could go to the library catalog (http://vufind.carli.illinois.edu/vf-niu/) and type in “groundwater contamination” into the search field. The online catalog then searches for relevant materials based on the search parameters.

- Interlibrary loan is used when a student would like to check out a book, magazine, or other source but the source cannot be found at the NIU library. An NIU ILLiad request (https://niu.illiad.oclc.org/illiad/JNA/logon.html) must then be made online. Make sure to have all pertinent information about the source that’s being requested. Once the request has been processed, the library staff will send an email when the request has been filled. Note: Students must create an account using the 17-digit number on their NIU OneCard ID.

- The library also has online databases that contain articles that have been published in various scholarly journals and other sources. Log onto http://libguides.niu.edu/find to search for articles by subject. Then search for the specific research or artistry topic through the search field.

- Subject specialists are extremely important because they understand the fundamentals for their given subject and are able to assist students in finding appropriate research materials for the SROP project proposal or final paper. In addition, there is help online through the “Ask-A-Librarian” chat window.

Poster Production

Putting together a poster takes a lot of time and energy, so students should start the process early. The project proposal can serve as the basic guideline for poster creation since the proposal contains similar sections that should appear on the poster. Faculty Mentors should inform students about what is required for each section of the poster so all necessary information is conveyed accurately on the poster.
The OSEEL staff will provide a PowerPoint template for poster design and preparation to all SROP participants. The poster template is also available online through the Communication Standards for Institutional Brand Identity website (http://www.niu.edu/graphicstandards/templates/). It is recommended to use this template when creating the poster because the poster size proportions are pre-arranged to the required 32”x40” size restriction. The OSEEL staff will provide general feedback if a student should ask, but all students are required to receive mentor feedback and approval prior to printing. Detailed information will be given to all students throughout the program.

**Final Program Requirements**

Each SROP participant is expected to present a poster at the Summer Research Symposium on Friday, August 11, 2017. In addition, all students will write a final paper that summarizes their project. All SROP participants are recommended to present their projects at Undergraduate Research and Artistry Day (URAD) on April 18, 2018.

**Poster Printing**

Summer Research Symposium posters can be printed on campus using Media and Creative Services located in Still Hall. It is recommended that posters are submitted a week in advance of the symposium to ensure complete and accurate printing for the event. It is also extremely important that posters are error-free when sent to print.

**IRB**

The Internal Review Board (IRB) ensures that all research done through NIU follows specific guidelines and does not endanger any of the participants. NIU holds its researchers to extremely high standards so that the integrity and safety of NIU is not jeopardized by any research. Depending on the research being conducted, you may need to undergo either the IRB process regarding Biosafety, IACUC, or Human Subjects. A brief description of each is provided below, and more detailed information can be found on the NIU website through the Office of Research Compliance and Integrity.

**Biosafety**

Students participating in research involving recombinant DNA, and/or pathogenic substances, will have to go through the Biosafety review process. Contact Michele Crase from the Office of Research Compliance and Integrity for more detailed information.

**IACUC**

IACUC focuses on NIU’s want to ensure the safety of any live, vertebrate animals used in university research. If any research involves animals, an IACUC form must be submitted to prove that the animals are not put in any unnecessary harm. Contact Michele Crase from the Office of Research Compliance and Integrity for more information.
Human Subjects

Any research involving human participants needs to be approved via the IRB process. Even if it is conducting surveys, getting the approval will more than likely be necessary. Contact OSEEL or Jeanette Gommel from the Office of Research Compliance and Integrity for more information.

Student Expectations and Responsibilities

Attendance and Tardy Policy

Attendance is taken at every SROP activity due to the importance of the information discussed. If a student cannot attend one of the meetings due to a conflict or illness, he/she must contact OSEEL prior to the meeting/activity. If he/she does not contact the SROP staff prior to the absence, the absence will be unexcused. Each unexcused absence will result in a 10% compensation deduction. If students have more than three (3) unexcused absences from meetings or events, he/she will be released from the program. Timeliness is also critical for the program. If a student is late to the meeting/activity without notifying the SROP staff prior, then the tardiness will count as an unexcused absence.

On-Campus Residency

All SROP participants are expected to live in provided on-campus housing for the entire eight weeks of the program (double occupancy). The on-campus residency requirement will not be waived. Part of the Summer Research Opportunities Program is benefiting through the assistance of peers and the programming that occurs in the residence hall. As this is a major part of achieving the learning objectives of the program, students are not allowed to live elsewhere throughout the program. SROP participants are required to live in the provided residence hall space Sunday through Thursday nights.

Student Blog

Each student will be required to maintain an online blogsite throughout the eight weeks. This includes a minimum of eight (8) posts with prompts given by the OSEEL staff. Pictures of the ongoing research are highly encouraged.

Compensation

The total compensation for students participating in SROP is $3,500. The compensation will be divided into four (4) equal checks in the amount of $875.00 each. These will be distributed to students as a check on the following dates:

- Thursday, June 15
- Friday, June 30
- Friday, July 14
- Monday, July 31
If the student fails to finish the program past July 31, their Bursars account will be charged.

If you have any problems with payments, please contact Debbie Rempfer at 815-753-1300 or drempfer@niu.edu.

**Important tax information**

*Taxable Fellowship* – This category, typically known as a **stipend** and used as a living allowance, includes payments to the student or credits to a student’s account other than those defined as non-taxable fellowships. There is no requirement that the recipient perform any services for the benefit of the university as a condition of receiving the payment and these payments are often made as an incentive for students to attend the university. In no instance is a stipend a payment involving services. Although these payments are usually taxable income to the student, the university is not required to report them to the student or the IRS, nor is the university required to withhold tax on them. (In the case of international students, different withholding and reporting rules apply depending on the tax treaty with the U.S. of the student’s home country.) **Students are responsible for reporting these payments and remitting any tax due. Students must determine with their tax advisor whether tax should be paid quarterly to the IRS or with the filing of their personal income tax return.**

**Progress Reports**

A requirement of SROP is that students fill out weekly progress reports (Appendix A). The report is used in an effort to keep track of the amount of time the student has put into the project as well as the student’s progress on the project. This report allows the Faculty Mentor and the SROP Team to verify that the student is meeting their goals. Progress reports must be submitted via email at ugresearch@niu.edu. Student will be responsible for copying their Faculty Mentor on the progress report submission. Mentors are not required to respond to the email unless the information that has been indicated in the report is inaccurate or false. Mentors are encouraged to review the information from their students’ progress reports and discuss the goals and progress of the project with the student(s).

*If a student does not turn in his or her progress report in a timely manner, then he or she will be considered under review by OSEEL staff.**

**Email Communication**

Email is the main form of communication used by OSEEL. Proper email etiquette MUST be followed. Emails can be sent to ugresearch@niu.edu. The emails are checked regularly and you will receive a prompt response.
Housing and Residential Services Information

Housing and Residential Services Policies

In an effort to build safe, caring, inclusive communities in the residence halls, Housing and Dining provides a handbook online. This handbook outlines the expectations for responsible behavior in the residential communities. In addition to residence hall policies, there are other resources available regarding housing procedures, housing contract terms and conditions, University guidelines, and technology support. Please review the Residence Hall Handbook before arriving on June 18, 2017.

Roommates

All SROP participants will be assigned a roommate while staying in the assigned on-campus housing. This is meant to promote interactions between SROP participants and participants in other programs during off-hours and provide a supportive community-like feel between all participants in summer research programs. Our hope is that it helps makes every student’s experience a more enjoyable and rewarding one. Please note: There will not be cross-gendered roommate combinations.

What to Expect for Housing and Residential Services

SROP participants will receive additional funding outside of the $875 stipend to cover meals during the eight-week session. The food allowance will be distributed with the general stipend.

Housing and Residential Services supplies a bed, dresser, desk, chair, draperies, mattress, and a mini-fridge. Two microwaves are also available in each cluster. Each room is equipped with dedicated Internet access via an Ethernet port and wireless Wi-Fi. Due to the current residential room electrical configuration, a maximum of 8 amps should be used per electrical outlet in a student room. Each student is responsible for laundering their own bed linens, bringing a pillow and blanket, and supplying personal toiletries. SROP participants will be able to use Huskie Bucks to do laundry during the eight-week session. For convenience, please use the washing and drying machines located in the assigned clusters. There will be one bathroom in each suite for two SROP students to share. For more information about laundry visit: Housing and Residential Services – Laundry. For questions related to technology, please visit the ResTech Helpdesk.
Students must use their Building Access cards during their stay to enter and exit the building. If an access card is lost, the student will be billed at $10.00, and if a key is lost, students will be billed $160.00.

**New Hall West Floor Plan:** Provided above is an example of what a “cluster” in New Hall looks like, the residence hall that all SROP students will be housed in. This is not meant to show the exact rooms within which SROP participants will be staying, but rather to illustrate the general layout of the residence hall. All SROP participants will be assigned rooms upon their arrival on Sunday, June 18. For general information about the rooms, please visit: [Housing and Residential Services – New Residence Hall](mailto:).

**Additional Opportunities**

**Undergraduate Special Opportunities in Artistry and Research (USOAR)**

USOAR is a program that funds student-generated research projects, whether the study is conducted on campus, somewhere else in the United States or overseas. Students whose proposals are selected are granted up to $2,500 to carry out their project. Students have between January 1 and December 31 to complete their USOAR project and must submit documentation (final report, receipts, and pictures) to OSEEL within 6 weeks of completion of their project. USOAR funding is for project-related expenses only (e.g., conference registration, accommodations, equipment, etc.), not personal compensation.

**Undergraduate Research and Artistry Day (URAD)**

Undergraduate Research and Artistry Day is an annual showcase and celebration of the outstanding research and artistry projects that undergraduate students have participated in throughout the academic year. You have the option to present your work in a poster, STEM or artistry exhibit, table talk, or performance. Prizes are awarded in two categories (STEM & AEHSS). In addition, one research advisor/mentor will be honored with the Faculty Mentor of the Year award. More information on the event is available at [http://go.niu.edu/URAD](http://go.niu.edu/URAD).

**Student Engagement Fund (SEF)**

Undergraduate students may apply to fund research, artistry, or community-based research projects. All NIU undergraduate students can apply for compensation and project reimbursement for a faculty-mentored research project, community based research project as well as travel to conferences. College
of Liberal Arts and Science (CLAS) undergraduates can apply for additional funding to cover a wide range of expenses related to a student engagement activity. Limited funding is available for non-CLAS majors for travel to conferences and competitions. Project reimbursement awards will range from $250 to $2500. More information on SEF is available at http://go.niu.edu/SEF.
Appendix A

Summer Research Opportunities Program
Progress Report Template

Please Note: Progress reports must be submitted via email at ugresearch@niu.edu. The student will be responsible for copying their Faculty Mentor on the progress report submission.

Student Information:

Time Period: ___________________________

Hours Logged: ___________________________

Name of Student: ________________________

Faculty Mentor: _________________________

Project Title: ____________________________

Progress Report Questions:

1. Tasks completed during this time period?

2. What has been successful?

3. What has not been successful?

4. Current goals:

5. Do you need any additional support/have any questions?