



CSU | Cleveland State
University
TRIO McNair Scholars Program

SCHOLAR HANDBOOK

2023 - 2024

Table of Contents

<i>Introduction</i>	4
<i>McNair Office</i>	5
<i>About Dr. Ronald McNair</i>	6
<i>Scholar Benefits</i>	8
<i>Scholar Responsibilities</i>	9
<i>Summer Research Institute</i>	10
Summer Stipend.....	10
Stipend Disbursement	10
Room and Board	10
Required Documents.....	11
<i>Graduate School Visit Policies</i>	12
Group Visits	12
Individual Visits.....	12
<i>Discipline Faculty Mentor – Roles and Responsibilities</i>	13
Qualifications for the Discipline Faculty Mentors	13
Responsibilities of the Discipline Faculty Mentor.....	13
Summer Research Mentor:.....	14
Benefits of being a Discipline Faculty Mentor	14
<i>Non-Discipline Faculty Mentor – Roles and Responsibilities</i>	15
Qualifications for the Non-Discipline Faculty Mentors	15
Responsibilities of the Non-Discipline Faculty Mentor	15
Benefits of being a Non-Discipline Faculty Mentor	15
<i>Program Applications, Contracts, and Agreements</i>	16
Preliminary Application	17
Student Application	19
Statement of Purpose	22
Letter of Recommendation.....	23
Do I Qualify?	24
Photography/Video Model Release	25
GPA and Attendance Policy Agreement.....	26
Authorization for Release of Information	27

Applicant’s Checklist	28
Application Materials Checklist	29
Scholar Agreement Contract.....	30
Discipline Faculty Mentor Partnership Agreement.....	33
Non-Discipline Faculty Mentor Partnership Agreement	34
External Mentor Partnership Agreement.....	35
Joint Mentor Partnership Agreement – Summer Research Institute	36
Mentor’s Monthly Report.....	37
<i>SRI Related Contracts, Assignments, and Forms.....</i>	38
Summer Assignments Due Date Schedule.....	39
Contract Agreement – Summer Research Institute	40
Analyzing a Published Article.....	41
Research Action Plan.....	42
Proposal Approval.....	43
Research Internship Journal	44
Summer Research Report.....	45
Summer Research Institute Supplies	46
Abstract	47
Poster / PowerPoint Presentation	47
Checklist for Final Research Paper	48
Final Research Paper	49
<i>Travel Related Forms.....</i>	50
Conference Agreement	51
Assumption of the Risk, Release, and Waiver of Liability	52
Emergency Information Card and Release Form	53
Travel Checklist	54
<i>Miscellaneous Forms.....</i>	55
List of References – Graduating Scholar.....	56
Documentation Log (Other Services)	59
Graduate Assistant Application	60
<i>Final Disclaimer.....</i>	61

Introduction

Congratulations! You have been selected to be part of the Ronald E. McNair Post-Baccalaureate Achievement Program, also referred to as the McNair Scholars Program.

The McNair Scholar Program is part of the federal TRIO programs sponsored by the US Department of Education. These are a group of educational opportunity programs created and governed by the Higher Education Act of 1965 and its subsequent amendments. TRIO programs are designed to address the lack of representation of disadvantaged groups in higher education.

McNair has the goal of increasing the attainment of Ph.D. degrees by two specific populations that often times overlap. These groups are first-generation college students from low-income backgrounds and students from racial and ethnic minoritized groups historically underrepresented in graduate programs. These groups are African American/Black, Hispanic/Latinx, American Indian/Native Americans, Alaskan Native, Native Hawaiians and Pacific Islanders (people with origins in Guam, American Samoa, or Mariana Islands).

The program is named after Dr. Ronald E. McNair, Ph.D. Dr. McNair was an African American physicist and astronaut who made significant contributions to the fields of physics and space exploration. McNair Scholars follow on his footsteps, demonstrating a passion for knowledge at the highest level.

Please, take advantage of all the activities and opportunities the McNair Scholars offers to prepare you for doctoral study. As a McNair Scholar, you will have access to workshops, advice on graduate school applications, graduate record examination (GRE) test preparation, research conferences, and graduate school visits. You will also participate in undergraduate research during our Summer Research Institute (SRI) and will be mentored by faculty members. These opportunities are for your growth and benefit; they will help you succeed applying to and enrolling into graduate school. To be a successful scholar, you will need to be committed to these scholarly activities in addition to your academic pursuits.

Please, read this handbook carefully. It includes the description of your benefits as a McNair Scholar as well as your responsibilities. If you have any questions about your benefits and/or responsibilities, stop by the McNair office and ask the graduate assistants at the front desk or the Program Director. You can also reach them via email (contact information in the MCNAIR OFFICE section).

Good luck! We will work together towards your success as a graduate school applicant and beyond.

McNair Office

Office Hours: Monday – Friday
9:00 A.M. – 5:00 P.M., Staff

Additional Availability: By appointment, if needed

Suite Hours: Suite available during building hours, Scholars only
<https://www.csuohio.edu/access-security/current-open-building-hours>

Address: 2121 Euclid Avenue, SR 155
Cleveland OH, 44115

Phone: (216) 802 3360

Fax: (216) 802 3368

Email: mcnairprogram@csuohio.edu

Web: <https://www.csuohio.edu/mcnair-scholars/csu-mcnair-scholars>

LinkedIn: <https://www.linkedin.com/groups/8228131/>

Calendar: <https://www.csuohio.edu/mcnair-scholars/calendar>

Director: Dr. Ángel L. Reyes-Rodríguez, Ph.D.
SR 153
(216) 802 3391
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Graduate Assistants McNair GAs
mcnairga1@csuohio.edu
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Calendar: <https://www.csuohio.edu/mcnair-scholars/calendar>

About Dr. Ronald McNair

By Biography.com Editors



Ronald McNair. African-American physicist and astronaut Ronald McNair was one of the seven crew members killed in the 1986 Space Shuttle 'Challenger' explosion.

Who Was Ronald McNair? Born in South Carolina in 1950, Ronald became an MIT-trained physicist who specialized in laser research before joining NASA in the late 1970s. In February 1984, he became just the second African American to reach space, serving as a mission specialist aboard the Space Shuttle *Challenger*. On January 28, 1986, he was one of the seven crew members killed when the *Challenger* shockingly exploded 73 seconds after liftoff.

Space Shuttle 'Challenger' Tragedy. In early 1985, McNair was tapped for the STS-51L mission of the Space Shuttle *Challenger*, an undertaking that would draw media attention for its selection of teacher [Christa McAuliffe](#) as a civilian payload specialist. McNair was tasked with controlling *Challenger's* robotic arm to release and retrieve a satellite to observe Halley's Comet.

After multiple delays, *Challenger* launched from Cape Canaveral, Florida, shortly before noon on January 28, 1986. Seventy-three seconds later, on live television, the shuttle suddenly exploded at around 46,000 feet, killing all seven crew members. McNair was just 35 years old.

A presidential commission determined the explosion to be caused by the failure of a rubber "O-ring" seal on one of *Challenger's* solid rocket boosters, allowing hot gases to leak into the hydrogen fuel tank. McNair's wife later won a settlement against the seal manufacturer, Morton Thiokol.

Second African-American in Space for NASA. While working as a staff physicist at Hughes Research Laboratories, McNair learned that the National Aeronautics and Space Administration (NASA) was looking for scientists to join its shuttle program. Of the 11,000 applicants, McNair was one of 35 selected in January 1978, and he completed his training and evaluation period the following August.

About five months after [Guion S. Bluford](#) became the first African American in space, McNair became the second with the launch of the STS-41B mission of the Space Shuttle *Challenger* on February 3, 1984. A mission specialist, McNair operated *Challenger's* robotic arm to help astronaut Bruce McCandless conduct his historic untethered spacewalk. McNair logged 191 hours in space as *Challenger* orbited Earth 122 times, before returning to Kennedy Space Center on February 11.

Looking to the Stars. Ronald Erwin McNair was born on October 21, 1950, in Lake City, South Carolina. The second of three boys born to Carl, a mechanic, and Pearl, a teacher, McNair displayed an early aptitude for technical matters, earning the nickname "Gizmo."

McNair's interest in space was piqued by the launch of the Russian satellite Sputnik in 1957, and boosted by the appearance of *Star Trek* on TV years later, its multi-ethnic cast pushing the boundaries of what was possible for a small-town African-American boy.

An outstanding all-around student at Carver High School, McNair starred in baseball, basketball and football and played saxophone for the school band. He graduated as valedictorian of the class of 1967, earning a scholarship to attend North Carolina Agricultural and Technical State University.

Education and Early Career. After initially considering majoring in music at NC A&T, McNair eventually came back around to his love for science, graduating magna cum laude in 1971 with a B.S. in physics.

From there, it was on to the Massachusetts Institute of Technology as a Ford Foundation fellow. Adjusting to the new environment proved a challenge for McNair, who came from a historically black undergraduate school. He later faced a potentially career-altering obstacle when two years of specialized laser physics research for his doctorate was stolen, but he managed to produce a second set of data in a year and earned his Ph.D. in physics in 1976.

By this point, McNair was a recognized expert in the fields of chemical and high-pressure lasers. He went to work for Hughes Research Laboratories in Malibu, California, where he focused on such tasks as the development of lasers for isotope separation and conducted research on electro-optic modulation for satellite space communications.

Musician and Martial Artist. McNair, who played saxophone for a band during college, maintained his love for the instrument throughout his life. He was famously photographed playing his sax during his first mission to space in 1984. Additionally, the accomplished physicist and astronaut was highly skilled in karate. He won the 1976 AAU Karate Gold Medal and five regional championships, eventually achieving the rank of fifth-degree black belt.

Wife and Family. McNair married Queens, New York, native Cheryl Moore in 1976. They had two children: son Reginald, born in 1982, and daughter Joy, born in 1984. Following the death of her husband, Cheryl joined other surviving family members of the crew to form the Challenger Center for Space Science Education, serving as its founding director.

Organizations and Honors. McNair was a member of several organizations during his professional career, including the American Association for the Advancement of Science, the American Physical Society and the North Carolina School of Science and Mathematics Board of Trustees.

Among his many honors, he was named a Distinguished National Scientist by the National Society of Black Professional Engineers in 1979 and received the Friend of Freedom Award 1981. He also garnered honorary doctorates from NC A&T State University, Morris College and the University of South Carolina. In 2004, McNair and the rest of his *Challenger* crew members were posthumously honored with the Congressional Space Medal of Honor by President [George W. Bush](#).

Legacy. McNair's legacy endures through the various educational initiatives and programs that bear his name. Founded in 1996, the Dr. Ronald E. McNair Educational Science Literacy Foundation (DREME) encourages students from kindergarten through college in areas of STEM learning. Additionally, the U.S. Department of Education's Ronald E. McNair Postbaccalaureate Achievement Program provides grants to promising students from disadvantaged backgrounds.

McNair's accomplishments also influenced the following generations of African Americans who learned to dream big. His admirers include astrophysicist [Neil deGrasse Tyson](#), another world-renowned intellect who found fulfillment via contact sports as a high school wrestler.

"An astronaut who was also a black belt in karate served as a kind of affirmation that an athletic hobby need not interfere with academic pursuits," Tyson told the New York *Daily News*.

Scholar Benefits

There are numerous benefits to earning a spot as a CSU McNair Scholar. They range from direct programming and funding opportunities to the less immediately definable boons of working in a community of scholars similar to oneself. Some of the concrete forms of assistance that the program offers include:

- Targeted guidance, mentorship, and support from the McNair staff, alumni, and faculty mentors (a discipline mentor and a non-discipline mentor)
- Workshops and seminars on such topics as financial management, graduate school selection, securing graduate funding, and how best to thrive within the academic landscape
- GRE preparation materials
- The ability to perform faculty-led research at the program's Summer Research Institute, an opportunity which is inclusive of a \$2,800 stipend, \$125 of funding for supplies, and 4 paid credit hours
- Up to \$400 of funding for textbooks per semester (contingent on the number of mentor reports submitted the previous semester)
- Opportunities to visit a graduate school with paid expenses
- Opportunities to attend local, regional, and national conferences, expenses paid
- Unique opportunities for graduate fellowships
- Application fee waivers from participating institutions
- Cultural events each semester
- Professional portfolio development and advising
- Rooms at the McNair Scholars Suite to study, use computers, print, or rest in-between classes

Scholar Responsibilities

The Cleveland State University McNair Scholars Program is dedicated to providing thorough academic and financial support to talented undergraduate students who are intent on pursuing a Ph.D. degree. It seeks to foster intellectual collegiality, to demystify the graduate school application process, and –most importantly- to furnish students with faculty-led research experience. Given the McNair Scholars Program’s firm commitment to providing the best possible environment for the students it serves, scholars enrolled within the program are expected to maintain the highest standards of excellence and integrity.

Cleveland State University McNair Scholars Program is committed to:

- Support the academic development of its scholars as they prepare for graduate studies, while enhancing their research skills and providing them with effective and targeted academic mentorship
- Assist scholars in the logistics of attaining acceptance to and entering into graduate programs by offering topical workshops, GRE prep work, and assistance with the selection and application process
- Aid scholars in their consideration of career options

McNair Scholars are expected to:

- Attend all monthly meetings, seminars, and workshops provided by the program
- Arrive to McNair Program events prepared and on time
- Schedule and attend monthly meetings with the McNair Program director to receive counsel and direction with regard to their academic work, their preparations for graduate school, and their professional development
- Schedule and attend monthly meetings with their mentors to receive counsel regarding their academic work, their preparations for graduate school, and their professional development
- Participate in the program’s Summer Research Institute (SRI), during which they must submit a research proposal approved by their faculty mentor, conduct at least thirty-five hours of mentor-led research each week for an eight-week period, meet weekly with their mentor to discuss their progress; complete a terminal paper and poster presentation, and meet all deadlines for the submission of required SRI documents, including article analysis, weekly journaling, and bi-weekly reports
- Present their Summer Research Institute findings at both Cleveland State’s annual poster day in September and at the annual McNair Research Banquet and Exposition (students are additionally encouraged to present their work at least one other student research conference)
- *Immediately* notify McNair Program staff as to changes to their address, telephone, and/or name
- Cooperate with the McNair Scholars Program regarding their follow-up contract, providing information in the form of questionnaire responses and telephone interviews and updating us with their academic status up through the completion of their Ph.D.

Summer Research Institute Summer Stipend

The McNair Scholars Program provides stipend support of up to \$2,800 per year for students engaged in research internships, provided that the student has completed at least thirty (30) credits of study at an eligible institution before the internship begins. Scholars are only eligible for one summer stipend, regardless of additional summer research endeavors undertaken at Cleveland State University.

McNair Scholars are required to participate in all summer academic activities and workshops. Scholars who fail to do so may be assigned additional work at the discretion of McNair Scholars Program, or have their stipend adjusted accordingly.

Summer Research Institute eligibility is contingent upon students' completion of all duties asked of them as McNair Scholars during the academic year. A student will only be excused for missing program activities when said activities are scheduled at the same time that student is attending university classes, when that student is incapacitated by an illness confirmed by a physician's note, or when the McNair Program director approves that student's absence.

Stipend Disbursement

Provided that all work is completed and there are no unexcused absences, SRI stipends will be distributed as follows:

Upon signing the Summer Research Institute contract and submitting research action plan, approval, article analysis and proposal	\$200
End of 2 nd week of the Summer Research Institute	\$600
End of 4 th week of the Summer Research Institute	\$600
End of 6 th week of the Summer Research Institute	\$600
End of 8 th week of the Summer Research Institute	\$400
Upon submission of the final research paper	\$400

You must attend activities as outlined or forfeit \$50 for each event below minimum. Further, by turning final papers (deemed by director and mentor) late you will forfeit \$50/week.

Room and Board

The program will pay for on-campus accommodation and provide meals up to \$95/week for all participating Summer Research Institute Scholars for a period of eight weeks.

The time that a student may receive room and board benefits may be extended at the joint request of scholar and mentor. This request must be submitted to the McNair Program director in writing. The summer stipend cannot be extended.

Required Documents

(All SRI related forms may be found at www.csuohio.edu/mcnair-scholars/documents)

Before the Scholar's research program commences:

- The Scholar must read, sign, and submit a Summer Research Institute contract agreement outlining their responsibilities over the course of their internship.
- The Scholar must read a published article selected by their Discipline Faculty Mentor and submit a typed analysis of that article no less than one page in length, discussing such elements as the author's claims, the article's support for those claims, and the article's structure.
- The Scholar must consult with their Discipline Faculty Mentor and prepare a research action plan, outlining the scope of their project, their responsibilities and needs as a researcher, and their proposed work schedule. ***This document must be signed by the student's faculty mentor.***
- The Scholar must prepare a research proposal no less than two pages in length (not including the reference page) and must submit it with a proposal approval form, ***filled out and signed by the student's faculty mentor.*** The proposal must represent scholarly work and be formatted in style agreed upon with mentor (i.e. APA, MLA, etc.).

During the Scholar's eight-week course of research:

- The Scholar must submit one research internship journal entry for every week of the program, outlining the work they have done, their future work goals, and any concerns or questions that the McNair Scholars Program may be able to address.
- The Scholar must submit a bi-weekly time and effort report for every two weeks of the program, recording the number of hours they have worked and the type of work they have been doing. ***This document must be signed by the student's faculty mentor.***

Upon completion of the Scholar's summer research endeavors:

- Abstract: The Scholar must submit a 250 word abstract to be used in the course of applying to and presenting at academic conferences.
- Final paper: The Scholar must submit a paper summarizing their research. ***This document must be submitted with an approval form signed by the student's faculty mentor.***
- Poster: The Scholar must design and submit a presentation poster describing their research. This poster will be used at Cleveland State University's Research Day and at the Annual McNair Research Exposition and Banquet.

Graduate School Visit Policies

Group Visits

The McNair Scholars Program will provide funding for groups or individuals visiting colleges and universities with the intent to pursue a Ph.D. program.

In order to participate in a Ph.D. graduate school visit as part of a group, a Scholar must have at least a 75% participation rate in all scheduled McNair Program activities (workshops, seminars, meetings, and social/cultural events).

Individual Visits

In order to participate in an individual graduate school visit a scholar must:

- Have at least a 75% participation rate in all scheduled McNair Program activities (workshops, seminars, meetings, and social/cultural events)
- Coordinate plans with the McNair Director
- Be on track to graduate within four non-summer semesters of coursework
- Have some manner of preliminary correspondence from the prospective graduate school to they have applied such as a letter acknowledging receipt of the Scholar's application

Provided that there is sufficient funding available, the McNair Scholars Program will cover all expenses related to graduate school visits. If sufficient funds are not available, participating student/s will be alerted as to what expenses will be covered.



Cleveland State University

TRIO McNair Scholars Program

Discipline Faculty Mentor – Roles and Responsibilities

The relationship between McNair Scholars and their Faculty mentors is fundamental to the mission of the TRIO McNair Scholars Program. These Mentors provide guidance essential for Scholars to develop the skills necessary for success in academia. Their time, energy, expertise and commitment to mentoring scholars are invaluable resources that enhance the quality of the McNair experience. For the scholar, the benefit of participating in the program depends to a large extent on the supportive relationship between the Faculty Mentor and Scholar. The relationship is designed to encourage, motivate and prepare the McNair Scholars for doctoral studies.

Qualifications for the Discipline Faculty Mentors

- An earned Ph.D. or hold faculty rank with terminal degree in field
- Possess research experience
- Desire to equalize opportunities for underrepresented individuals
- Attentiveness to the need of disadvantaged groups
- Commitment to the goals of the McNair Program

Responsibilities of the Discipline Faculty Mentor

- Be supportive of the scholar's pursuit of graduate/professional education
- Provide opportunities for the scholar to develop valuable research skills
- Treat the scholar as a full-time member of a research team, if he/she has one, complete with responsibilities and privileges
- Keep the scholar "on track". The scholar is responsible for committing up to at least 35 hours per week on the research project. The scholar should be held accountable for his/her time and quality of effort
- Report to the Program Director any needs/concerns regarding either the student or the research process
- Make arrangements to have a responsible colleague act as a proxy mentor to the scholar researcher if he/she is unavailable for more than a week
- Provide an open learning environment in which the scholar feels comfortable in approaching and asking the mentor questions
- Share information about graduate programs in the research field and encourages the scholar to pursue graduate studies
- Guide the scholar through the research process, considering the scholars' academic background and previous research experience
- Provide honest feedback on career options available to their mentees
- Work closely with the scholar, meeting at least once a month during the academic year

- Complete the monthly scholar meeting reports during the academic year
- Notify McNair staff immediately if the mentee is experiencing personal or academic difficulties

Summer Research Mentor:

- Those who participate in the summer research should provide 30 hours per week of research activities per scholar
- Identify the summer research project before the deadline, within the scope of their research project
- Review and sign the components of the scholar's summer research paper to meet the due dates
- Serve as the instructor, guiding the identification, design, and the completion of appropriate summer research work (example: abstract, introduction, literature review, methodology, results, conclusions, and references)
- Give constructive and critical review of all of the components of the scholar's summer research project
- Assist the scholar in preparing and being selected for appropriate presentation of the summer research project
- If the discipline mentor is new to the program, request Discipline Faculty Mentor Orientation from McNair director

Benefits of being a Discipline Faculty Mentor

Most importantly, it is hoped that the greatest benefit is a deep sense of satisfaction from the relationship. Other benefits include:

- Access to McNair scholars, providing potential graduate pool
- A stipend of \$200/semester and per scholar and \$500 during the summer
- Up to \$900 for the Discipline Faculty Mentor to travel with the scholar to present the research outcomes (up to 5 mentors per year)
- The satisfaction of contributing to expanding research training at Cleveland State University
- Impact the future course of academia by increasing the number of first-generation, low-income, and/or underrepresented students who complete scholarly activities, and increase their opportunities to attend graduate school



Cleveland State University

TRIO McNair Scholars Program

Non-Discipline Faculty Mentor – Roles and Responsibilities

The most important aspect of the TRIO McNair Scholars Program is the Faculty Mentor/McNair Scholar relationship. Faculty Mentors provide exposure and insight essential for the McNair Scholar to understand the skills needed to become successful in the academic world. Their time, energy, expertise and commitment to mentoring scholars are invaluable resources that increase the quality of the McNair experience. For the scholar, the benefit of participating in the program depends to a large extent on the supportive relationship between the Faculty Mentor and Scholar. The relationship is designed to encourage, motivate and prepare the McNair Scholars for doctoral studies.

Qualifications for the Non-Discipline Faculty Mentors

- An earned Ph.D. or hold faculty rank with terminal degree in field
- Desire to equalize opportunities for underrepresented individuals
- Attentiveness to the need of disadvantaged groups
- Commitment to the goals of the McNair Program

Responsibilities of the Non-Discipline Faculty Mentor

- Build confidence in interacting with faculty
- Provide the scholar with an interdisciplinary perspective of STEM
- Fully indoctrinate the students about the life of academics
- Help develop and define a wide-reaching research project
- Be available via email to provide support through the program
- Meet the scholar on a monthly basis and signs monthly log
- Notify McNair Director immediately if the mentee is experiencing personal or academic difficulties

Benefits of being a Non-Discipline Faculty Mentor

Most importantly, it is hoped that the greatest benefit is a deep sense of satisfaction from the relationship. Other benefits include:

- A stipend of \$150/semester and per scholar
- The satisfaction of contributing to expanding research training at Cleveland State University
- Impact the future course of academia by increasing the number of first-generation, low-income, and/or underrepresented students who complete scholarly activities, and increase their opportunities to attend graduate school

Program Applications, Contracts, and Agreements



Cleveland State University

TRIO McNair Scholars Program

Preliminary Application

Date*: _____

Name*: _____

CSU ID*: _____

E-mail*: _____

Phone Number*: _____

Citizenship*: US citizen Permanent resident Other

CSU Student* Yes No Full Time* Part Time

Major*: _____ Minor: _____

Academic Standing*: Freshman Sophomore Junior Senior

Grade Point Average (GPA) in Major: _____ Overall GPA: _____

No. of Credits completed: _____ Date degree expected*: ____/____/20____

Are you eligible for financial aid?* Yes No

If yes, what type? Pell grant Loan Other

Low-income* Yes No

(The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount. **See back side of the application form for details.**)

First generation* Yes No

(The term "first generation" refers to a student whose neither parent nor guardian **received** a bachelor's degree.)

Are you a member of the *following* communities underrepresented in graduate education? *African American, Hispanic/Latino, Native American and Alaskan, other Pacific Islander/Native Hawaiian?**

Yes No

(These are the underrepresented minority groups in graduate education as defined by the US Department of Education.)

Signature _____

Date _____

*** Required fields**

Please return the completed application form to McNair Scholars Program Office in SR 155.

Low Income Status can be determined using the following link (it changes yearly).

<http://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html>

Federal TRIO Programs Current-Year Low-Income Levels

(Effective **January 19, 2023** until further notice)

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$21,870	\$27,315	\$25,155
2	\$29,580	\$36,960	\$34,020
3	\$37,290	\$46,605	\$42,885
4	\$45,000	\$56,250	\$51,750
5	\$52,710	\$65,895	\$60,615
6	\$60,420	\$75,540	\$69,480
7	\$68,130	\$85,185	\$78,345
8	\$75,840	\$94,830	\$87,210

For family units with more than eight members, add the following amount for each additional family member: \$7,710 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$9,645 for Alaska; and \$8,865 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register on January 19, 2023 and are effective as of January 19, 2023.

[TRIO Home](#) | [Prior-Year Low-Income Levels](#)



Cleveland State University

TRIO McNair Scholars Program

Student Application

Date _____

A. Personal information

Name in CAPS (First) (Middle Initial) (Last)

Gender identity: Female Male Non-binary Other

Pronouns: _____

CSU ID# _____

Birth Date: ____/____/____ Birthplace: _____

What is your citizenship status? US citizen; US Permanent resident
**(if permanent resident, please provide copy of INS documentation)*

Address (Street Number & Name) (Apartment #)

(Town/City) (State) (Zip Code)

E-mail: _____ Primary Phone Number: (____) _____ - _____

B. Academic information

First enrollment date in postsecondary education (may or may not be CSU): _____
**(E.g., CSU, Tri-C, University of Akron, etc.)*

Did you attend Community College? No Yes _____

In what CSU College are you enrolled in: _____

Major: _____ Minor: _____

Year: Sophomore Junior Senior Date degree expected: ____/____/20____

Will you have completed at least 50 credits by May of the current academic year? Yes No

Which academic degree do you intend to pursue after completing your Bachelor's Degree:

- Ph.D. M.D/Ph.D. J.D. Masters Other _____

Briefly indicate your specific experience in independent research, lab experience and/or independent study:

Please list any academic honors and/or award received (include month/year received):

Briefly state your educational and career goals:

C. Additional information

Briefly indicate your involvement in internship, co-op, volunteer, community service and work experience:

Can you speak/write/read a language other than English, (if so list)? _____

Please indicate if you are participating/have previously participated in any of the following programs

- | | | |
|---|--|--|
| <input type="checkbox"/> TRIO (SSS) | <input type="checkbox"/> Upward Bound | <input type="checkbox"/> Educational Opportunity Centers |
| <input type="checkbox"/> Veteran's Upward Bound | <input type="checkbox"/> Talent Search | <input type="checkbox"/> Upward Bound Math & Science |
| <input type="checkbox"/> CSU Honors | <input type="checkbox"/> Choose Ohio First | <input type="checkbox"/> Other: _____ |

D. Eligibility

I. First generation

What is the highest level of education attained by your parents or guardian?

Mother: Elementary Middle High School Some College Bachelor's Graduate Prof. degree

Father: Elementary Middle High School Some College Bachelor's Graduate Prof. degree

Guardian: Elementary Middle High School Some College Bachelor's Graduate Prof. degree

Who did you regularly live with prior to your 18th birthday?

Mother Father Other (describe) _____

II. Underrepresented

Ethnicity:

Hispanic/Latino Other

(Hispanic/Latino refers to Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

Race:

American Indian or Alaska Native Asian Black or African American
 Hispanic or Latino White Native Hawaiian or other Pacific Islander
 Other response (describe): _____

Please review your application and sign below:

To the best of my knowledge, the preceding information is true, complete, and accurate.

Signature of applicant

Date

McNair office use only:

Director

Date

Rev. 08/203



Cleveland State University

TRIO McNair Scholars Program

Statement of Purpose

State your research interest, experience, educational goals, career objectives and any other information which may aid the McNair Program selection committee. Explain how participation in the McNair Program will enhance your graduate school and career plans. You may use a separate sheet if necessary. Do not exceed two typed pages.

Name

Signature

Date



Cleveland State University

TRIO McNair Scholars Program

Letter of Recommendation

_____ has applied to be a participant in the CSU McNair Scholars Program. We would appreciate your candid responses to assist in our selection. Please feel free to type or write directly into the document or to use a separate sheet of paper.

In what capacity have you worked with the student and how long?

Please comment on the student's academic strengths and weaknesses.

If given the opportunity and proper preparation, do you feel the applicant has the potential to do major research in his/her field of study?

What is your basis for this judgment?

Signature

Department

Phone

Name and title

Date

Please return through campus mail to McNair Scholars Program SR155, or email at mcnairprogram@csuohio.edu.

Rev. 08/2023



Cleveland State University

TRIO McNair Scholars Program

Do I Qualify?

McNair Scholars Program participants must be CSU students with a GPA of 2.8 or higher, be a sophomores or juniors, and are U.S. citizens or permanent residents.

Please check (v) **all** of the following provisions which apply

Yes

No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. You identify as one of the following:

Black or African American, Hispanic or Latinx, Native American/American Indian, Alaskan Native, Native Hawaiian, Pacific Islander. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. You are a first-generation college student.

This means that neither of your parents or guardians have a 4-year college degree. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. You are considered a low-income student. (Your immediate household taxable income is no more than the limits listed here:
https://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html) |

Name

Signature

Date

Rev. 08/2023



Cleveland State University

TRIO McNair Scholars Program

Photography/Video Model Release

I, _____, hereby give the TRIO McNair Scholars Program permission to copyright, use, publish and distribute in any medium and for any purpose the photographs/video taken of me or in which I may be included with others and to use my name in connection with the photographs/video.

I hereby release the Cleveland State University TRIO McNair Scholars Program from any and all claims and demands arising out of or in connection with the use of the photographs.

Name (print legibly)

Date

Signature

CSU ID

Note: Under 18 years of age requires parental/guardian signature

Parent/guardian

Relationship

(____) _____ - _____
Phone



Cleveland State University

TRIO McNair Scholars Program

GPA and Attendance Policy Agreement

Section 1- GPA Satisfaction

1. I understand that if I do not earn at least a 2.8 GPA each semester, I will not be eligible for McNair sponsored cultural trips for the following semester. Furthermore, if I don't earn at least a 2.8 GPA for the following semester, I will not be eligible for McNair traveling privileges for the second semester.
2. I understand that if my GPA stays below 2.8 for a total of three consecutive semesters, then I will be expelled from TRIO McNair Scholars Program.

Section 2- Attendance and Mentor Reports

1. I understand that I am expected to maintain at least **75% attendance** for monthly scholar meetings and at least **75% submission of McNair mentor reports**. If the requirements aren't met, I will not be eligible for McNair sponsored cultural trips or McNair sponsored traveling privileges for the following semester.
2. If I don't improve my attendance and submission of reports to the required level at the end of the second semester (excluding the summer), I will possibly be dismissed from the McNair Scholars Program.

Both travelling privileges will be reinstated once all requirements are met provided the McNair scholar hasn't been expelled from the program.

By signing the document below, I agree to have read and understood all the terms and conditions above.

Signature: _____

Date: _____

Print name: _____

CSU ID: _____



Cleveland State University

TRIO McNair Scholars Program

Authorization for Release of Information

Date: _____

CSU ID: _____

Date of Birth: _____

Street Address: _____

Telephone Number: _____

I, _____, authorize the appropriate offices at Cleveland State University to release to TRIO McNair Scholars Program records containing the following information:

GPA, earned credits, citizenship, first-generation status, race, family's taxable income for the preceding year for the purpose of **determining my eligibility for the TRIO McNair Scholars Program.**

Confidentiality of student education records is protected by the Family Educational Rights and Privacy Act (FERPA). To the extent it is applicable FERPA may protect the records being released pursuant to this request. Any person/facility receiving authorized information may not make further disclosure without the written consent of the person to whom it pertains.

I understand that I can revoke this authorization at any time by providing written notice to the person/facility whom I have designed to release the information. I understand also that any information released prior to revocation cannot be retrieved and neither the person/facility releasing, nor the person/facility receiving the information will be held responsible for such release.

I hereby release Cleveland State University, and its trustees, officers, employees and agents from any and all claims, demands, legal responsibilities or liability that may arise from or in connection with the authorized release of my records therein.

Release authorized by:

Witnessed by:

Student signature

Witness signature

Date

Date



Cleveland State University

TRIO McNair Scholars Program

Applicant's Checklist

- | | |
|---------------------------------|--|
| Application | <input type="checkbox"/> (complete, sign and date) |
| Transcripts | <input type="checkbox"/> (submit an official transcript from your former school, only if your CSU transcript doesn't show the current GPA and credits) |
| Resume | <input type="checkbox"/> |
| Statement of purpose | <input type="checkbox"/> (sign and date) |
| Recommendation 1 | <input type="checkbox"/> |
| Recommendation 2 | <input type="checkbox"/> |
| Do I qualify? | <input type="checkbox"/> (sign and date) |
| Photography/video model release | <input type="checkbox"/> (sign and date) |
| GPA & Attendance Policy | <input type="checkbox"/> (sign and date) |
| Release of information | <input type="checkbox"/> (sign and date) |
| Tax return, SAR | <input type="checkbox"/> |
| Permanent residency document | <input type="checkbox"/> (only for permanent resident of US) |

It is the applicant's responsibility to make sure that the McNair office receives reference letters. At least one letter should come from a faculty member who knows your academic and/or research work.

Application will not be considered until the office of the McNair Scholars Program receives all the above documents.



Cleveland State University

TRIO McNair Scholars Program

Application Materials Checklist

Name: _____

- Application _____
- Transcripts O; UO GPA _____; Credit _____
- Resume _____
- Statement of purpose _____
- Recommendation 1 _____
- Recommendation 2 _____
- Do I qualify? _____
- Photo/video model release _____
- GPA & Attendance Policy _____
- Release of information _____

Interview Director Other _____

Underrepresented yes; no; don't know AA; H; NA; Other

Low-income yes; no; don't know
 Tax return [Self; Parent/guardian]; SAR; Statement _____

First generation yes; no; don't know

Citizenship Citizen; Permanent resident _____

Application complete Yes No _____

Offer of participation made _____

Accepted Declined _____

Offer of participation not made (reason below) _____

Ángel L. Reyes-Rodríguez, Ph.D., director

Date



Cleveland State University

TRIO McNair Scholars Program

Scholar Agreement Contract

Name: _____

CSU ID: _____

A. I accept the offer to participate in the TRIO McNair Scholars Program at Cleveland State University. I understand that the goal of this program is to encourage and prepare undergraduate students to pursue graduate education up to, and through doctoral studies. I understand that McNair Scholars are expected to attend and participate in various workshops, seminars, activities, and conferences during the academic year. To help enhance my cultural and academic development as a means to increase my opportunities for enrollment and completion of graduate school education, **I am expected to:** (Please initial each item below to indicate that you have read the commitment, fully understand it, and will comply with it)

_____ Attend McNair Scholars Program Orientation

_____ Maintain a grade point average (GPA) of 2.8 each semester or above for participation in program activities including travel, special events, and conferences

_____ Attend required scheduled activities hosted or offered (workshops, seminars, meetings, graduate school fairs, and social/cultural activities) by the program

_____ Routinely check and respond to all e-mails regarding McNair correspondences/updates

_____ Check the McNair Office correspondence/updates and information on a regular basis

_____ Identify and secure an approved Discipline and Non-Discipline Faculty Mentor with the assistance of the McNair Director

_____ Attend required scheduled conference times with McNair Staff and faculty mentors (discipline and non-discipline) The amount of the book stipend is contingent on the number of monthly mentor reports submitted each semester: 5 reports or greater: \$400, 4 reports: \$200, 3 reports: \$100, 2 reports or less: \$0.

_____ Submit GRE and/or other test admissions scores or ETS confirmation notices to the McNair Office

_____ Develop a portfolio, with assistance of the McNair Scholars Staff, of my credentials and research to be used for graduate school admission purposes

_____ Complete and submit at least three (3) graduate school applications, a graduate school application essay, and/or a statement of purpose based on the requirements of one of the graduate schools to which I plan to apply

_____ Respond to follow-up contact on the part of the McNair Office regarding my academic and career progress after I receive my undergraduate degree

_____ Provide a current address to the McNair Office on a yearly basis until my Ph.D. or a first professional degree is conferred

_____ Notify McNair Director of any awards or graduate programs applied, accepted to, and/or enrolled in

_____ Complete and submit any evaluation forms/surveys as requested throughout the program and upon request from the McNair Office

_____ Notify McNair Staff at least 24 hours in advance of any appointment cancellations, or within 24 hours after a missed appointment due to personal emergency

_____ Notify McNair Director of any changes in enrollment status, GPA, permanent or local mailing address, phone number, or e-mail address

B. Summer Research Institute

_____ I agree to participate in the Summer Research Institute once I am recommended for it. The McNair Scholars Program provides a \$2,800 stipend for a one-time participation in summer research, ***provided that I have completed requirements to identify an approved research project and discipline-based faculty mentor, in my area of interest.*** If I have not met this requirement, ***I am under an affirmative duty to decline the stipend.*** Failure to do so will result in a hold being placed on my student account and ***I will also be required to pay back any funds that I have received.***

_____ Conduct at least 30 hours per week of research under the direction of a discipline-based Faculty Mentor for the entire eight-week Summer Research Project

_____ Attend and participate in all McNair activities during the entire eight weeks of the Summer Research Institute

_____ Complete and submit a research proposal and research action plan to the McNair Office

_____ Submit final research paper, abstract, and poster with approved discipline-based Faculty Mentor's signature no later than an agreed upon date by the McNair Scholars Office, discipline faculty mentor, and me or forfeit a portion of my stipend

_____ Present my research poster at CSU and other mutually agreed venues

C. Expectations

_____ In the event that you are unable to participate or complete the above program activities, a **formal**

request must be in writing to the Director **prior to the event or activity.**

_____ I understand that my decorum as a McNair Scholar is most important. I will be expected to act in a professional manner during both on and off campus activities and that respecting staff members is an absolute requirement.

_____ I understand that disciplinary actions, tardiness, and/or unexcused absences will be reviewed by the Program Director. I will be given a written warning for the first infraction. I will be placed on probation for the second written notice. The third notice will result in suspension from participating in activities.

_____ I understand that once I have committed to an event which includes campus visits, social/cultural events, and conferences, and do not attend, I may be placed on travel suspension, or dismissed from the program if the lack of commitment persists.

_____ I understand that failure to meet deadlines for submission of the summer research institute program's research project or any unexcused absences from or tardiness to orientation, mandatory monthly meetings, research activities, meetings with McNair staff, workshops, or summer activities **may result in deductions from my stipend and/or dismissal from the program.**

IN WITNESS WHEREOF, the parties have executed this Agreement on the date specified adjacent to their respective signatures below:

Student Signature

Date

Director

Date

TRIO McNair Scholars Program
Cleveland State University



Cleveland State University

TRIO McNair Scholars Program

Discipline Faculty Mentor Partnership Agreement

This agreement indicates my consent to work with the McNair Scholar, _____, and provide advice and consultation on academics, research, and fields of graduate study; guide the development of the research project; discuss possible graduate schools and encourage pursuit of graduate studies; provide information on professional organizations/conferences; attend social/cultural enrichment activities; and provide general direction. It also indicates that I am open to writing a recommendation letter on behalf of this student if I find it appropriate and/or deserving, and will let the student know whether or not I will be writing the recommendation letter. In the event I agree to compose such letter, I consent to be contacted by the McNair Scholars program to inquire about the status of its submission.

I understand that I will be asked to submit monthly reports to the TRIO McNair Scholars Program at Cleveland State University.

Discipline Faculty Mentor (please print name)

Discipline Faculty Mentor (signature)

Date

McNair Scholar (signature)

Date

McNair Director (signature)

Date



Cleveland State University

TRIO McNair Scholars Program

Non-Discipline Faculty Mentor Partnership Agreement

This agreement indicates my consent to work with the McNair Scholar, _____, and build campus-wide community support; build confidence in interacting with faculty; provide the Scholar with an interdisciplinary perspective of the research process; and fully indoctrinate the Scholar about the life of academics. It also indicates that I am open to writing a recommendation letter on behalf of this student if I find it appropriate and/or deserving, and will let the student know whether or not I will be writing the recommendation letter. In the event I agree to compose such letter, I consent to be contacted by the McNair Scholars program to inquire about the status of its submission.

I understand that I will be asked to submit monthly reports to the TRIO McNair Scholars Program at Cleveland State University.

Non-Discipline Faculty Mentor (please print name)

Non-Discipline Faculty Mentor (signature)

Date

McNair Scholar (signature)

Date

McNair Director (signature)

Date



Cleveland State University

TRIO McNair Scholars Program

External Mentor Partnership Agreement

This agreement indicates my consent to work with CSU faculty, _____ to supervise McNair Scholar, _____, and guide the development of the summer research project and provide general direction.

I understand that I have to oversee an 8-week summer research and sign McNair scholar's biweekly reports (Summer Research Reports). I hereby assign _____ as my proxy to sign the biweekly reports in my absence.

The McNair scholar has my consent to present their research outcome at CSU and other McNair Scholar Program Research conferences/symposiums.

Phone and email of the Proxy (optional)

External Mentor (please print name)

External Mentor (address, email & phone)

External Mentor (signature)

Date

McNair Director (signature)

Date



Cleveland State University
TRIO McNair Scholars Program

Joint Mentor Partnership Agreement – Summer Research Institute

This agreement indicates my consent to work with _____ to supervise McNair Scholar, _____, and provide advice and consultation on academics, research, and fields of graduate study; guide the development of the research project; discuss possible graduate schools and encourage the pursuit of graduate studies; provide information on professional organizations/conferences; attend social/cultural enrichment activities; and provide general direction.

Faculty Mentor (please print name)

Faculty Mentor (signature)

Date

McNair Director (signature)

Date



Cleveland State University
TRIO McNair Scholars Program

Mentor's Monthly Report

McNair Scholar's Name (please print name)

Month

Please summarize the interaction that you had with the McNair Scholar last month (you may type or write directly in this space or use a separate sheet of paper.)

Faculty Mentor (please print name)

Faculty Mentor (signature)

Date

SRI Related Contracts, Assignments, and Forms



Cleveland State University

TRIO McNair Scholars Program

Summer Assignments Due Date Schedule

Document	Due date
Summer Contract	April 5, 2024
Analyzing an article	April 5, 2024
Research action Plan	May 17, 2024
Proposal Approval Form & the Proposal	May 17, 2024
SRI supplies form	as needed
Research Internship Journal (weekly report)	end of every week since the start of the SRI
Summer Research Report (biweekly report)	end of every two weeks since the start of the SRI
250-word abstract	July 26, 2024
Poster	July 26, 2024
Checklist for Final Research Paper	August 2, 2024
Final Research Paper & Cover Sheet	August 2, 2024
Poster Day (11 AM – 1 PM, SC atrium)	September 2024



Cleveland State University

TRIO McNair Scholars Program

Contract Agreement – Summer Research Institute

Scholar's Name: _____

This agreement indicates my consent to work under the supervision of my Discipline Faculty Mentor, _____, in designing, conducting, and documenting research which will be used to satisfy the following requirements of my participation as a research scholar in the McNair Scholars Program at Cleveland State University.

1. Analyze a journal article that will be given to you by your Discipline Faculty Mentor (DFM) and submit a one-page analysis.
2. Submit the Research Action Plan (one-page form)
3. Submit the Proposal Approval (one-page form and a minimum three-page proposal (not counting references and title page))
4. Conduct at least 30 hour per week of research under the direction of a DFM for the entire eight-week Summer Research Project
5. Submit Research Internship Journal every week
6. Submit Summer Research Time and Effort every other week
7. Attend and participate in all McNair activities during the entire eight weeks of the Summer Research Institute [This requires the scholar not to take any full-time employment. Part-time employment and/or summer classes acceptable at the discretion of the Discipline Faculty Mentor]
8. Submit research abstract to the McNair Scholars Program Office
9. Submit final research paper and poster with approved discipline-based Faculty Mentor's signature no later than an agreed upon date by the McNair Scholars Office, faculty mentor and student
10. Present my research paper/project at selected conferences
11. Attend 8 of the summer workshop sessions of your choice. For every session you attend less than 8, \$50 will be deducted from the final SRI payment.
12. Late documents fined \$50 per document per week.

Scholar Signature

Date

Rev. 12/2023



Cleveland State University

TRIO McNair Scholars Program

Analyzing a Published Article

Obtain a recently published article written/suggested by your Discipline Faculty Mentor. Send a copy of the article to McNair office.

Read the article, annotating questions and comments in the margins.

Write a one-page analysis of the article, including the following information:

- What is the author trying to say?
- What was the question the research is attempting to answer?
- What is the methodology they used to answer the question?
- What conclusion did they research; i.e. did they answer their question?

Your analysis should be more than simply answering the above questions. They are only a guide.



Cleveland State University

McNair Scholars Program

Research Action Plan

Scholar Name: _____

Department/Faculty Mentor: _____

1. Research Topic:

2. Summary of Research Project:

3. Scholar's research responsibilities:

4. Academic and special skills needed:

5. Research work schedule:

6. Comments/Special needs/Suggestions:

Faculty Mentor Signature

McNair Scholar Signature

TRIO McNair Scholars Program
Proposal Approval

By signing this document, I acknowledge having worked with _____
in designing , planning and conducting initial research in a proposed plan of study which will be used to satisfy the requirements of his/her participation as Discipline Faculty Mentor in McNair Scholars Program at Cleveland State University. The research proposal submitted reflects work of a scholarly nature, and the concepts and themes discussed therein pertaining to the field in which the proposed study is to be carried out are accurate and current. **[The SRI Research Proposal that accompanies this form has to be typed, minimum three-pages (not including reference page) and double-spaced in the indicated/acceptable format.]**

McNair Scholar (Signature)

Date

Faculty Mentor (Please print name)

Faculty Mentor (Signature)

Date



Cleveland State University

TRIO McNair Scholars Program

Research Internship Journal

Complete weekly

Academic year: _____

Report #: _____

Scholar Name: _____

Date: _____

Faculty Member: _____

Discipline: _____

1. What aspect of the research project was completed this week?

2. What are the targeted goals for the research project in the upcoming weeks?

3. Are there any comments, questions, or concerns?

4. Are there any needs the McNair Program can assist you with?



Cleveland State University

TRIO McNair Scholars Program

Summer Research Report

Complete biweekly

Scholar Name: _____ Mentor Name: _____ Report #: _____

Week of (Monday through Friday) Date _____ Through _____

Day of Week	From	To	Hours Worked	Tasks
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Weekly Hours				

Week of (Monday through Friday) Date _____ Through _____

Day of Week	From	To	Hours Worked	Tasks
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Weekly Hours				

I hereby certify that the time reported above represents a true statement

Scholar (signature) _____ Date _____

Mentor (signature) _____ Date _____

Rev. 12/2023



Cleveland State University

TRIO McNair Scholars Program

Summer Research Institute Supplies

Scholar Name: _____ CSU ID : _____

Item Name: _____

Purchase Date: _____ Price: \$ _____

Relevancy to the project:

Total fund claimed on SRI research supplies so far (completed by McNair staff): \$ _____
(not to exceed \$125.00)

Scholar's Signature

Date

Mentor's Signature

Date



Cleveland State University

TRIO McNair Scholars Program

Abstract

Write a 150-250 word abstract. The abstract will be used for attending National McNair and other conferences.

A research abstract is a concise summary of a research paper, thesis, conference presentation, or any other scholarly work. It serves as a brief overview of the key elements and findings of the study, allowing readers to quickly understand the purpose, methods, results, and conclusions of the research without having to read the entire document. Research abstracts are commonly used in academic and scientific publications, conferences, and databases.

Here are general instructions on how to write a research abstract:

1. Check the guidelines the target publication or conference provides for specific requirements regarding abstract length, format, and content.
2. Keep the abstract concise and focused avoiding unnecessary details, jargon, or excessive technical language.
3. Write in clear and straightforward language to ensure that readers from various backgrounds can understand the content.
4. **Follow a Structure:**
 - a. Start with a brief introduction to the research problem.
 - b. Clearly state the research question or hypothesis.
 - c. Describe the research methods or approach.
 - d. Summarize the key findings.
 - e. Conclude with the implications or significance of the results.
5. Incorporate relevant keywords that capture the essence of the research. These keywords help in indexing and searching.
6. **Avoid References and Citations.** Generally, abstracts do not include citations or references. Focus on presenting the main ideas and findings of the study.
7. **Edit and Revise:**
 - a. Review and revise the abstract to ensure clarity, coherence, and accuracy.
 - b. Pay attention to grammar, spelling, and punctuation.
8. Match the tone and style of the abstract to the overall tone of the research paper or presentation.
9. Before finalizing the abstract, seek feedback from peers or mentors to ensure that it effectively communicates the critical aspects of the research.

Poster / PowerPoint Presentation

Provide a PowerPoint file with your poster following the dimensions provided in the template you will receive. The Program will print your poster for you to present during the CSU Research Poster Day, McNair Research Symposium, and at Conferences.



Cleveland State University

TRIO McNair Scholars Program

Checklist for Final Research Paper

- _____ Your name and contact information included.
- _____ All necessary parts of manuscript included.
- _____ All tables and figures mentioned, in order, and included with proper labeling.
- _____ All cited references included.
- _____ All references citations complete, according to style guidelines.
- _____ All text, tables, captions, and references carefully proofread for sense, grammar, and spelling – figures proofed for orientation and use of color.
- _____ Format: Typed, double spaced, 12-point font.
- _____ Submitted: Two copies, along with electronic document
- _____ Submitted: PowerPoint presentation or Poster slide based on research completed, proofread and ready to be used in conference presentations.
- _____ Submitted: Final Research Form signed by Faculty Mentor

Scholar Signature

Date



Cleveland State University

TRIO McNair Scholars Program

Final Research Paper

Mentor: _____

Scholar: _____

Research project title: _____

I hereby state that _____ has completed his/her research and that the final paper is approved by me.

Mentor (signature)

Date

Travel Related Forms



Cleveland State University

TRIO McNair Scholars Program

Conference Agreement

Full legal name

Student ID:

Address: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

I, _____ agree to attend _____.
(Name of student) (Name and date of conference)

- 1) I understand that my failure to attend the conference will result in a substantial reduction in my stipend payment and that I may be held responsible to reimburse the McNair program for costs incurred on my behalf.
- 2) Failure to arrive by a scheduled travel departure time will result in my being responsible to provide my own transportation to an event.
- 3) I agree to attend all presentation sessions on time and actively participate in informal dialogue regarding conference sessions with other attendees.
- 4) Attendance is defined by being physically located in the room where the event is taking place; sitting in the lobby or other locations constitutes failure to attend.
- 5) I understand that the McNair program will pay my hotel accommodation. I also understand that it is my responsibility to pay any other charges during my stay that include but are not limited to room services, internet connection, and any damages I may cause during my stay.
- 6) I understand that I must acquire prior written approval to be excused from any event.
- 7) I understand that I must represent Cleveland State University in the most professional manner and that any behavior that does not reflect positively on Cleveland State University will result in disciplinary action which will be determined by the McNair Program Director.

By signing this document, I acknowledge that I have read and agree to the terms of this agreement. I understand that a copy of this form will be retained in the McNair office.

Signature: _____

Date: _____

Rev. 12/2023



Cleveland State University

TRIO McNair Scholars Program

Assumption of the Risk, Release, and Waiver of Liability

As consideration for the opportunity to participate in the _____ and related activities sponsored by McNair Scholars Program I acknowledge that I have read the following and voluntarily agree to its terms and conditions:

- ❖ I am at least 18 years of age. ____ yes ____ no (If no, see below**).
- ❖ I understand that participation in the _____ and related activities sponsored by McNair Scholars Program is strictly voluntary.
- ❖ I have the physical ability to participate in these activities as well as traveling to and from these activities.
- ❖ I understand that these activities as well as traveling to and from these activities present risk of injury. I understand the risks involved and I knowingly and voluntarily choose to take these risks in order to participate in these activities as well as traveling to and from these activities.
- ❖ In case of emergency, accident, illness, or other incapacity occurring during these activities as well as traveling to and from these activities, I give my permission to be treated by a medical professional and admitted to a hospital if necessary. I agree that I am responsible for all medical and emergency expenses incurred on my behalf regardless of whether I have authorized such expenses.
- ❖ I understand that medical insurance is my responsibility. I acknowledge that Cleveland State University strongly recommends that I purchase health insurance to cover accidents that may occur during my participation in these activities as well as traveling to and from these activities. I understand that the State of Ohio, Cleveland State University, the Board of Trustees, the Department of Student Life, and McNair Scholars Program do not provide insurance for any injuries which may occur during these activities or during the travel to and from these activities.
- ❖ I forever release the State of Ohio, Cleveland State University, the Board of Trustees, the Department of Student Life, and McNair Scholars Program together with their agents, officers, and employees, from any and all claims, suits, or actions of any nature resulting from or arising out of my participation in the _____ and related activities sponsored by McNair Scholars Program. I understand that this Waiver of Liability binds my heirs, executors, administrators, and assigns, as well as me.

Participant's Name (Please Print) _____ Participant's Phone _____

Participant's Address _____

I have read and fully understand the entire ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY and my signature below confirms my full understanding and voluntary acceptance of such ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY.

Participant's Signature: _____ Date: _____

****IF PARTICIPANT IS LESS THAN 18 YEARS OF AGE, THE PARENT OR LEGAL GUARDIAN OF THE PARTICIPANT MUST ALSO SIGN BELOW.**

****I am the parent or legal guardian of the Participant named above; I have read and understand the foregoing ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY (including such parts that may subject me to personal financial responsibility); I am and will be legally responsible for the obligations and acts of the Participant as described above, and I agree, for myself and for the participant, to be bound by these terms.**

Parent/Guardian's Name (Please Print) _____

Parent/Guardian's Address _____

Parent/Guardian's Signature _____ Date: _____

Rev. 12/2023



Cleveland State University

TRIO McNair Scholars Program

Emergency Information Card and Release Form

Name: _____

Emergency Contact Name: _____ Relationship: _____

Address: _____ Phone: _____

Medical Information

Do you have a health insurance? Yes; No If yes, complete the following;

Physician Name _____ Contact _____

Insurance Company _____ Policy Number _____

Allergic Reactions: _____

Medication Presently Taking: _____

Check if you're known to have to have any of the following conditions:

Diabetes ___ Hemophilia ___ Epilepsy ___ Heart Conditions ___

Past illness or other information that would be useful in the event treatment is necessary:

Emergency Medical Authorization

I am aware of the risks, hazards, and inherent dangers that may arise due to participation in:

(Name of Activity)

(Date of Activity)

In consideration for being allowed to participate in said activity, I hereby voluntarily assume all risk of death, accident or personal damage to my person or property and hereby release, waive, and discharge Cleveland State University, its instructors, agents, and employees (Collectively referred to as UNIVERSITY), from every claim, liability or demand of any kind sustained, whether caused by the negligence of the UNIVERSITY or otherwise. This release shall be binding upon any heirs, administrators, executors, and assigns of mine.

I further agree to indemnify the UNIVERSITY from any loss, liability, damage or cost they may incur due to my participation in said activity in any way whether caused by the UNIVERSITY or otherwise.

In the event of illness or injury resulting or arising directly or indirectly out of said activity, I hereby give my consent and authorization for (1) the administration of emergency first aid care and treatment at the scene of an emergency by faculty, staff members or volunteers of UNIVERSITY or (2) the administration of any treatment deemed necessary by a licensed physician or dentist; and (3) the transfer to any hospital reasonably accessible. This authorization is not intended to cover major surgery unless the medical opinions of two (2) licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I further declare and warrant that I am covered by sufficient medical and dental insurance and that such insurance will remain in effect during my participation in said activity.

Participant's Signature

Date

Custodial Parent/Legal Guardian's Signature (if under the age of 18)

Date

Miscellaneous Forms



Cleveland State University

TRIO McNair Scholars Program

List of References – Graduating Scholar

Name of scholar: _____

Date: _____

Participation period: _____

CSU ID: _____

1. _____
Name Relationship to scholar

Street name & number

City

State

ZIP

Phone

E-mail

2. _____
Name Relationship to scholar

Street name & number

City

State

ZIP

Phone

E-mail

3. _____
Name Relationship to scholar

Street name & number

City

State

ZIP

Phone

E-mail

4. _____
Name Relationship to scholar

Street name & number

City State ZIP

Phone E-mail

5. _____
Name Relationship to scholar

Street name & number

City State ZIP

Phone E-mail

6. _____
Name Relationship to scholar

Street name & number

City State ZIP

Phone E-mail

7. _____
Name Relationship to scholar

Street name & number

City State ZIP

Phone

E-mail

8.

Name

Relationship to scholar

Street name & number

City

State

ZIP

Phone

E-mail

9.

Name

Relationship to scholar

Street name & number

City

State

ZIP

Phone

E-mail

10.

Name

Relationship to scholar

Street name & number

City

State

ZIP

Phone

E-mail



Cleveland State University

TRIO McNair Scholars Program

Documentation Log (Other Services)

We keep track of scholar participation in workshops, mentorship program, cultural events, and other direct services. In addition, we keep records of all communications we have with scholars via email. This log can be used for other less-defined services such as help with documents (editing), tutoring, communication attempts with unresponsive scholars, and others.

All documentation must include the Name of the contact, ID # (if applicable), Designation of the contact, Date, Time, Type (code), Content of the contact, and initials of GA or other staff member who made contact.

Contact Codes:

TC = Telephone Contact **UTC** = Unsuccessful Telephone Contact

UTCM = Unsuccessful Telephone Contact but left Message

EM = Electronic Mail (email) **DC** = Direct Contact (face to face)

Student/Scholar Name

Student/Scholar CSU ID

Date

Time

Contact Code

Service Provided / Reason



Cleveland State University

TRIO McNair Scholars Program

Graduate Assistant Application

Full Legal Name: _____

CSU ID# _____

Local address (number, street, apartment, city, state, zip code)

Phone

Permanent address (number, street, apartment, city, state, zip code)

Phone

E-mail: _____

Cell phone: _____

Department: _____

College: _____

Degree sought: _____

Advisor: _____

GPA: _____

Date degree expected: _____

Briefly state your educational and career goals: _____

Briefly state why you are interested in this position: _____

Briefly indicate your specific experience with the following items;

- Microsoft Excel: _____
- Statistical technique: _____
- Other computer language or software: _____

Signature

Date

Rev. 12/2023

Final Disclaimer

Cleveland State University McNair Scholars Program is supported by U.S. Department of Education Grant Award P217A230061 and Cleveland State University.

The contents of this handbook are the property of Cleveland State University McNair Scholars Program. McNair community can print any pages of this handbook. However, the Program Director reserves the authority to make any alteration.