

Memorandum of Agreement

between Montclair State University (the University) and AFT Local 1904 (the Local) regarding the Spring-Summer 2023 University Undergraduate Research and Scholarship Program

The Acting Vice Provost for Research and the Associate Provost for Hispanic Initiatives of the University intend to implement the University Undergraduate Research and Scholarship Program, piloting in Spring-Summer 2023 with support from a Higher Education Emergency Relief Fund (“HEERF”) grant.

The University and the Local agree to the following terms and conditions for the implementation of the University Undergraduate Research and Scholarship Pilot Program:

1. *Eligibility*

Applicants must be full-time, tenured or tenure-track members of the University Faculty.

2. *Application Components and Criteria for Evaluation*

a. Criteria for evaluation of proposals are determined by the program Steering Committee, composed of the Acting Vice Provost for Research, Associate Provost for Hispanic Initiatives, and faculty representatives from Colleges, Schools, and the library, and are provided in Appendix B.

b. Priority will be given to applications that clearly convey a thoughtful, level-appropriate project and mentoring plan for a novice undergraduate researcher.

c. The number of applications funded shall be at the discretion of the Acting Vice Provost for Research, Associate Provost for Hispanic Initiatives, and Steering Committee.

3. *Application, Review, and Appointment Procedures*

a. The Acting Vice Provost will solicit applications with a deadline of April 24, 2023. Selected mentor-mentee teams have the option to participate in term 1 only (May-June 2023) or terms 1 and 2 (May-August 2023).

b. Application materials, as delineated in Appendix A, shall be uploaded to Google Forms or some other web-based portal.

c. The Steering Committee (cf. Appendix C) will review applications.

d. Applicants will be notified in writing by the Acting Vice Provost for Research or designee whether their proposal has been accepted or declined, no more than fifteen (15) business days after the application deadline.

e. The letter to an accepted applicant shall include:

i. A check box for the mentor to choose the spring-only or spring+summer program;

- ii. Program participation expectations for faculty mentors (see Section 4);
 - iii. Due dates for program reports;
 - iv. Specification of the associated compensation;
 - v. Description of other program support (e.g., funding for student project expenses).
- f. Applicants invited to participate shall have seven (7) calendar days after receipt of an offer letter to accept or decline the offer of participation.
- g. Letters to declined applicants will contain constructive feedback from the Steering Committee designed to strengthen future applications.

4. *Faculty mentor activities*

Faculty mentors (Mentors) will:

- i. Identify one undergraduate student *with no prior research experience* who will work under the mentor's guidance during Spring 2023, with option to continue into Summer 2023. Mentors are strongly encouraged to give priority to students from underrepresented minority groups.
- ii. Design a project for their mentee for Spring 2023, with the option to continue into Summer 2023, that introduces the mentee to the fundamentals of research in the Mentor's discipline.¹
- iii. Ensure that their student mentee completes any required training for the research project, for example human subjects research training, laboratory safety training, etc., and that all research activities are completed in a safe and ethical manner.
- iv. Ensure that the student mentee participates in professional development activities for the student cohort during Spring 2023, and Summer 2023 for those teams choosing to continue into the Summer.
- v. Share their ideas for professional development activities with the Steering Committee, and in collaboration with fellow Mentors, participate in leading these activities.
- vi. Attend a post-program debrief meeting with the Steering Committee to assess the program and make recommendations for program improvements and expansion.
- vii. Write a mid-term status report (due in June) and a final report (due in August, templates to be provided) to the Office of Research describing the Mentee's activities, future plans to build upon this introductory-level project, and any tangible and intangible outcomes of the research thus far.

¹ Students may not simultaneously earn a stipend and academic credit for the same hours worked. Hours worked for academic credit and hours worked for this program may not overlap, and must be tracked separately.

viii. If work supported by this funding leads to a future presentation or publication, the Mentor and mentee shall include the following statement in the Acknowledgements: “(Name) gratefully acknowledges support from the US Department of Education Higher Education Emergency Relief Fund.”

5. *Compensation and Reimbursement*

a. During the Spring-Summer 2023 pilot program, each Mentor shall receive an honorarium of \$1000 per term (May-June = term 1, July-August = term 2) for participating in the program design and implementation as per the expectations described in Section 4.

b. The compensation for each term shall be paid in a single payment, a lump sum for May-June (to be paid on the first regular pay date following June 30, 2023), and a lump sum for July-August, to be paid the first regular pay date following August 31, 2023, upon submittal of the mid-term and final reports.

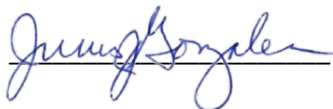
c. Due to the HEERF grant concluding on June 30, 2023, all research project expenses to be paid by the 2023 pilot program must be executed by June 30, 2023. This provision does not apply to student stipends nor to faculty honoraria.

6. *No alteration to other agreements*

This Agreement does not otherwise alter nor supersede other agreements between the State of NJ and the Council of NJ State College Locals, nor any agreements between Montclair State University and AFT Local 1904, including the Local Selected Procedures Agreement.

In witness whereof, the representatives of the University Administration and AFT Local 1904 have acknowledged their understanding of this Letter of Agreement and affix their signatures below.

On behalf of the University



Provost and Senior VPAA

Date: April 17, 2023

On behalf of AFT Local 1904



David Trubatch, VP for Negotiations

Date: 13 Apr 2023

Appendix A: Call For Proposals

Spring-Summer 2023 University Undergraduate Research and Scholarship Program

Applications for faculty mentors are invited for the inaugural Montclair State University Undergraduate Research and Scholarship Program. The Spring-Summer 2023 program is under the leadership of the Acting Vice Provost for Research and the Associate Provost for Hispanic Initiatives and International Programs, with support from an approved HEERF grant.

The Spring 2023 Program will pilot the creation of a community of undergraduate student scholars and researchers across all colleges and schools under the mentorship of University full-time tenured or tenure-track faculty. The program's goal is to promote student engagement and retention through research, scholarship, and creative activities, building peer networks, and professional development for students who otherwise are unlikely to participate in these experiences. The Spring-Summer 2023 program will focus on students who have *no prior research experience*, and with priority to students from underrepresented minority groups.

The program will provide:

- A stipend for the student participant of \$500 per month, up to a maximum of \$2500 for mentor-student teams who participate in the program through August 2023. The student's time commitment is expected to be 8-10 hours per week.
- Funds for student project expenses, up to \$2000 (must be expended by June 30, 2023).
- Registration funds for the student to attend a professional conference, workshop, or research training activity (must be expended by June 30, 2023).
- An honorarium for the research mentor of \$1000 per term, up to a maximum of \$2000 for mentor-student pairs who participate in both the Spring and Summer terms. Mentor compensation is provided for mentoring their novice student researcher and working with the Steering Committee for implementation and assessment of this pilot program.

Applications will be reviewed by the University Undergraduate Research Program Steering Committee, composed of faculty representatives from Colleges, Schools, and the Library. The Spring-Summer 2023 pilot program size is projected to be 16-20 mentor-student teams.

Application Components

1. Mentor's name
2. Mentor's email address
3. Mentor's Department / School
4. Mentor's School /College
5. Briefly describe your previous undergraduate research mentoring experience and mentoring approach. If applicable, provide an example project conducted under your supervision. (250 words)

Undergraduate Research and Scholarship Program
final for execution
13 April 2023

6. Briefly describe past research/scholarly outcomes for your undergraduate mentees, for example presentations or publications on which the student was an author, applications to graduate and professional programs, employment that utilized the research skills learned under your guidance, etc. (250 words)

7. Participation period

Please check your preferred participation period.

May – June 2023

May – August 2023

Note: This is for the steering committee's planning purposes. Teams may opt into the summer portion of the program up until late June 2023.

8. Proposed student project (800 words)

The Steering Committee understands that projects will evolve as the mentor and mentee develop their working relationship. For the purposes of this application, please describe a potential project for your student mentee, including these components:

- Project goals, scholarly activities and/or hypotheses to be investigated
- Methodology and activities to be conducted by the student
- Anticipated progress and expected results for Spring 2023
- Potential activities related to this project beyond Spring 2023
- Long-term results dissemination

9. Mentoring Plan for your student (250 words)

Describe your mentoring plan for an undergraduate student with no prior research or scholarly experience. For example, how often will you meet with your mentee, and what activities will you conduct 1-on-1 to prepare your mentee for the project? How will you keep your student actively engaged and maintain positive progress?

10. Budget

Use the template provided ([Office of Sponsored Programs “Budget Template without Matching Funds spreadsheet”](#)) to prepare a preliminary budget for your mentee’ project. Note that all expenditures, not including stipends and honoraria, must be completed by June 30, 2023.

Please note: Applications are available in Google Forms and are due by close of business on April 24, 2023 for the Spring-Summer 2023 pilot program. Please send questions to Dr. Stefanie Brachfeld, Acting Vice Provost for Research, at brachfelds@montclair.edu.

Appendix B: Criteria for Evaluation

1. Proposal completeness and compliance with instructions
2. Mentor's demonstrated understanding of and commitment to providing undergraduate research experiences.
3. The project goals and the student's role in the project are clearly defined.
4. The student's role in the project is feasible and designed to provide a meaningful experiential learning experience.
5. The mentoring plan is sound.

Appendix C: 2023 Steering Committee

Dr. Matthew Aardema

Dr. Stefanie Brachfeld (co-PI's designee)

Bonnie Fong

Dr. Katia Paz Goldfarb (HEERF grant principal investigator)

Dr. Jeffrey Gonzalez

Dr. Sarah Kelly

Dr. Lyndal Khaw

Dr. Rae Yule Kim

Dr. Stefan Robila