



MEMORANDUM

To: Student Researcher

From: MSEIP Coordinator

Date: May 2016

Re: Acceptance into MSEIP Grant

Dear Student:

Congratulations on being accepted into the MSEIP – Minority Student Engineering Improvement Program. As a student researcher you will work closely with a faculty member to complete a research project under his/her direction. There are many benefits to conducting research some of which include:

- Developing analytical and mathematical skills.
- Sharing ideas/insights with faculty, students and members of the college community.
- Bolstering your academic credentials.
- Joining a community of researchers.

Furthermore, for students who meet the grant requirements—detailed below, there is a \$1000.00 stipend. To receive the stipend students must meet all of the following requirements in addition to the requirements listed on the signature page found below:

1. Meet with faculty mentor and communicate with them on a regular basis.
2. Complete or make progress on assigned research project (with faculty approval), including a detailed write-up or technical report.
3. Attend grant-related meetings/workshops.
4. Prepare a presentation and attend presentations or conference(s) if or when scheduled.
5. Respond to requests for information/data for reporting purposes.
6. Present a poster during or after the grant-period.

Stipends will be distributed to students who satisfactorily meet all of the requirements (1-6) highlighted above. The next step in the process is to acknowledge receipt of this letter and to sign, date and return the next page of this document to Professor David Allen in the Mathematics Department **or** email a signed dated copy to the email address: mseip@bmcc.cuny.edu

Sincerely,

David Allen, PhD.



MSEIP Student Research Coordinator

Re: Student Contract

Date:

Dear Student:

I have read the requirements stated in the acceptance letter and agree to satisfy each one of them within timelines set forth by CUNY or grant-related personnel. In addition, I understand that the Faculty mentor will make determinations concerning my progress and that their determination is not subject to appeal. Furthermore, I understand and agree to attend all meetings related to this grant and failure to do so could result in penalties ranging from a warning to dismissal from the grant with zero percent of the stipend being distributed. I also agree to adhere to academic standards regarding research-related activities or any grant-related activities such as meetings, field trips or other gatherings. This includes, but is not limited to: adhering to plagiarism policies and any and all institutional-CUNY-wide or Department of Education policies or procedures guiding actions or behaviors.

Decisions made by MSEIP grant personnel are final and not subject to appeal.

Signature _____

Date: _____

Please sign, date and return this form to David Allen, PhD in the Mathematics Department (N599) or send a copy (or photo) to the email address: mseip@bmcc.cuny.edu



MATHEMATICS DEPARTMENT

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