LSAMP Orientation Guide

Eligibility Requirements

1. Minimum approximate GPA 3.00 (varies by year & discipline)
2. US citizen or permanent resident
3. Identify as African-American, Alaskan Native, Native American, Pacific Islander, or Hispanic/Latinx
4. Able to participate in and contribute to program activities
5. Full time student in an approved STEM field
6. Demonstrated intent in pursuing investigative studies AND a graduate (must be MS or PhD only) degree in a STEM field.
7. Demonstrated desire to promote the efforts of LSAMP and NSF in underrepresented communities

Benefits of Membership

1. Financial award at end of each semester (up to $1000 based on participation points)*
2. Access to travel funds for conferences (up to two conferences or $2500 per year)**
3. Possibility of paid summer research internships
4. Special recruitment to REU and other opportunities
5. GRE Prep material on reserve in several libraries, O.U.R. & GCoE D&I office
6. GRE Prep course reimbursement (or sometimes provided, maxxed at $180 for Verbal & Math)
7. GRE Test reimbursement (up to 2)
8. Grad School application fee reimbursement (up to 3)

Requirements for Financial Support

1. Engage in studies – stay graduate school eligible
2. Attend all required program meetings/workshops
   a. May miss or make-up with permission
   b. Required meetings carry more points than other activities
   c. Participate in meetings
   d. Includes the annual state-wide symposium
3. Retain full-time student status (Immediate notification of any drop/add changes required)
   a. Log-in at O.U.R. Portal with 4+4
   b. Submit activities*
4. Complete Ethics & Responsible Conduct in Research training
5. Engage in research (at least 5 hours per week, more is better)
   a. Submit an Undergraduate Research Mentoring Agreement
      i. May be waived by permission after strong working relationship with mentor is established; still need to submit goals/milestones/benchmarks for semester
      ii. Due by end of third week (before semester is better!)
   b. You should enroll in XXXX 3440 (Mentored Research Experience) so that your research experience appears on your transcript. Your advisor should be able to create or request a section for you under your research mentor. You may enroll for up to 3 credit hours per semester, or for 0 credit hours.
6. Remain in eligible STEM major (Immediate notification of major change is required)
7. Submit activity reports in a timely manner (along the way ideal, but due by beginning of finals week)
8. Provide a current class schedule or information for meeting scheduling
Additional Info

*Activity Submission*

Each item we ask for earns a certain number of points. We use the points for each Scholar to determine the amount of stipend to be paid for the semester. We plan that a fully active Scholar should get at least $1,000 for the semester. That amount may change based on available funds.

1. Go to this site: [https://uresearch.ou.edu/portal/activitiessubmission](https://uresearch.ou.edu/portal/activitiessubmission) and log-in with your 4+4 & password when prompted.
2. Update your profile periodically.
3. Select an activity type and then complete the remaining information.
4. There are pop-up boxes that explain the different activity options, but here is a guide for pre-planning.

a. **Conferences**
   i. Attending the Annual Research Symposium (Fall only): Use this selection if you did not present.
   ii. Presenting at the Annual Research Symposium (Fall Only): Enter in your presentation title and any awards received.
   iii. National or international research presentation: Enter the conference name, date, and your presentation title.
   iv. Local or state research presentation: Enter conference name, date, and your presentation title.
   v. Non-research presentation: Use this to enter the details on any non-conference presentation, such as relating your LSAMP experience with a class or talking to a student organization.
   vi. Non-presentation conference attendance (not counting Annual Research Symposium): Enter in the conference name and date attended.

b. **GRE and Graduation Preparation**
   i. Completing the GRE: Enter in the date taking the GRE, and remember to contact the office about a reimbursement.
   ii. Completing a GRE preparation course: Enter in the course name and dates participated.
   iii. Submitted a graduate school application: Enter in the school and program name.
      (a) Each counts for a participation point so enter all! Remember to file for reimbursement of application fees for up to 3.

c. **LSAMP Meetings or Graduate School Prep Seminars**
   i. Enter any meetings or presentations that are related to LSAMP here.
   ii. Attending a mandatory meeting: Enter in the date and general topic (e.g. "applying for summer REUs").
   iii. Attending a non-mandatory meeting, seminar, or workshop: Enter the date and general topic. These meetings are not required by LSAMP, but are related to your professional development.

d. **Research**
   i. Engaged in Research: Research activity only needs to be entered once a semester. Please enter the average number of hours per week you participated in research, your mentor's name, and a one sentence description of your research.
   ii. REU Application: Enter the program name and the date you submitted your application.
   iii. REU Participation: Enter the program name and summer you participated (e.g. Summer 2017). May also include other off-campus research experiences, such as internships.
   iv. Publication: Enter in the citation for your publication. All journal publications are welcome, including undergraduate research and local journals.

e. **Awards or Other**
   i. Scholarships received.
   ii. Fellowships received.
   iii. Other honor or award for research, academics, or leadership.
   iv. Something important to you & your professional development.
f. **GPA** – cumulative end of semester (will have to be entered after grades are posted)

**Travel Reimbursement**

To apply for an LSAMP Scholar conference travel award, follow the guidance found at [http://uresearch.ou.edu/OUR-FAST](http://uresearch.ou.edu/OUR-FAST). Trips that have multiple LSAMP Scholars attending will be handled slightly differently.

In general, we expect departments or mentors to help you meet ALL OU travel rules and complete your travel claim. If they can pre-pay eligible expenses, LSAMP will reimburse them. If they cannot, then you will file a claim directly with LSAMP to be personally reimbursed. With enough warning if paying expenses up-front presents a hardship on you, some expenses might be able to be paid directly by LSAMP in advance. Anything besides working with your department/mentor, needs to be requested from Dr. Walden as far in advance as possible!

1. Apply for approval as soon as you know you are attending a conference. If you will be presenting, attach a copy of your acceptance.
2. Complete the entire estimate of your expenses. Indicate any other sources of funding (CAS, mentor, department, award from conference, etc.) and fill in the amount that you expect to claim from LSAMP (not the maximum amounts below).
3. Submit the form to Dr. Walden.
4. Some of the estimates, e.g. OU allowable airfare, will need assistance from an administrative assistant in your department or your mentor.
5. The Travel Request form asks for a signature from the department chair/director as recognition of their responsibilities and roles in the process. If your mentor is assisting and paying, they may sign.
6. The department’s financial person will understand the documents required for reimbursement.
7. You must request assistance at least 30 days in advance, but 60 is recommended.

   g. Conference Travel Annual Limits per Scholar – up to $2,500/year (July-June) with other limits
      i. up to $1250 to present at national professional organization conference
      ii. up to $1000 attending/not presenting national professional organization conference
      iii. up to $1000 presenting regional professional organization, or national or regional ethnic support or student conference
      iv. up to $750 attending/not presenting regional professional organization, or national or regional ethnic support or student conference