



STARS & ENGAGE

Student Handbook 2024-2025



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WELCOME

ABOUT THE OFFICE OF UNDERGRADUATE RESEARCH

The Office of Undergraduate Research at Cal Poly Pomona (OUR-CPP) was established in the fall of 2013 to increase undergraduate student participation in research programs. Participation in research as an undergraduate has been proven to not only expand a student's academic experience at CPP but also improve retention and graduation rates. The STARS and ENGAGE Programs are collaborating to offer students from CPP, Cypress College, Mt. SAC, Citrus College, and Fullerton College undergraduate summer research opportunities during our **14-week research program**. This collaboration will allow students to take advantage of a broader range of resources.

ABOUT THE STUDENT SUCCESS AND TRANSFER ARTICULATION THROUGH RESEARCH AND SUPPORT SERVICES (STARS) PROGRAM

STARS Program is funded by a Department of Education grant and aims to increase the institutional capacity of CPP, Citrus College, and Mt. San Antonio College (Mt. SAC) to engage Hispanic and low-income students in STEM disciplines through undergraduate research and related wrap-around services.

The goal of this program is to ensure exposure to undergraduate research early on and throughout the student's university and college career with support services that ensure students develop a sense of STEM self-efficacy, receive timely information, receive proactive advising and mentoring, and foster students' sense of belonging to both higher education and the STEM community.

ABOUT THE ENGAGING AND GRADUATING HISPANIC STUDENTS THROUGH UNDERGRADUATE RESEARCH (ENGAGE) PROGRAM

The Engaging and Graduating Hispanic Students Through Undergraduate Research Program, or Engage for short, aims to provide broad access to undergraduate research for historically underserved students by creating a flexible model of engagement and through multiple touchpoints while also supporting student success. A specific focus of Engage is to engage and support students who are traditionally under-served in undergraduate research opportunities, such as first-generation, under-represented minority, Pell-eligible, non-traditional, community college, and transfer students. This program is open to all undergraduate majors conducting research at Cal Poly Pomona and funding is determined by the length and deliverables of your research project. Along with research opportunities, Engage offers students a structure of wrap-around support through faculty, staff, and peer mentoring.

STAFF

DR. WINNY DONG

STARS Grant Director & Professor in Chemical and Materials

Since joining Cal Poly Pomona in 2000, Dr. Winny Dong has focused their efforts on creating an environment where all faculty and students can develop their strengths. Dr. Dong is dedicated to serving the diverse population of CPP and worked to bring various grants, totaling over \$15 million, to increase participation by underrepresented groups in all disciplines. In addition, Dr. Dong remains active in research and has been funded by NASA/JPL, Department of Energy, American Chemical Society, among others for their scientific work.



DR. NAVID NAKHJIRI

Associate Professor in Aerospace Engineering

Dr. Navid Nakhjiri is an associate professor of Aerospace Engineering and the director of the Astronautics Laboratory at Cal Poly Pomona. Dr. Nakhjiri's primary fields of expertise are Astrodynamics, Space Mission Design, and Spacecraft Design. Dr. Nakhjiri has helped shape the astronautics program in the aerospace engineering department and developed courses and curriculum for the astronautics emphasis area. Using network of experts in local aerospace companies and NASA Jet Propulsion Laboratory, Dr. Nakhjiri has brought funded and unfunded research projects to CPP.

DR. SUBODH BHANDARI

Professor in Aerospace Engineering

Dr. Subodh Bhandari is a professor in the Department of Aerospace Engineering and the Director of its Unmanned Aerial Vehicles (UAV) Lab. He has been actively involved in research and education on unmanned systems. His current research emphasis is on increased autonomy of UAVs and command and control of multiple unmanned vehicles. Dr. Bhandari leads a large team of faculty and students from several departments within the Colleges of Engineering and Science. His projects have been funded by several external grants from federal agencies and aerospace industry.



STAFF

DR. EVER BARRAZA

OUR Director

Dr. Ever Barraza is the Assistant Director for the OUR. Since the inception of the OUR, Dr. Barraza helped establish many research training programs, such as the Achieve Scholars Program, Early Career Research Apprenticeship, OUR GRAD, SURE, and RIO. Dr. Barraza also leads the Peer Mentoring and Project Learning Assistant training efforts to support high-impact practices across CPP initiatives. As a first-generation, Latinx, transfer student, undergraduate researcher, Dr. Barraza hopes to help guide students to learn about the transformative impacts of participating in research.



JENNETTE RAMIREZ

STARS Program Assistant Director

Mx. Jennette Ramirez was a first-generation student and undergraduate researcher at Cal Poly Pomona who graduated in 2019 and continued their research in graduate school. In 2023, they returned to Cal Poly Pomona with a passion for supporting students who wish to pursue their own research. They have worked for the McNair Scholars Program as an Assistant Coordinator and have served in the United States Air Force as an Air Traffic Control Instructor.



KAIRA PETTWAY

STARS Program Assistant Coordinator

Ms. Kaira Pettway obtained her Bachelor of Science degree in Animal Science from Cal Poly Pomona in Spring 2023. She initially joined the Office of Undergraduate Research (OUR) as a student assistant and subsequently transitioned to a staff position during the summer of the same year. Prior to her involvement with the OUR, she gained valuable experience as a Resident Advisor within University Housing Services on campus. Ms. Pettway is presently focused on pursuing her goal of attending medical school.



STAFF

DR. AMANDA RIGGLE

ENGAGE Program Coordinator

Dr. Amanda Riggle is the coordinator for the ENGAGE program and assists the Office of Undergraduate Research with conferences. She holds a BA in English Education, a Master's in English from Cal Poly Pomona, as well as a PHD in English from UC Riverside. During her time at CPP as a Master's student, she was also an advisor for the McNair Scholar's Program.



ARIANNE MURAMOTO

ENGAGE Program Advisor

Ms. Arianne Muramoto is the Events and Financial Aid Coordinator for the Office of Undergraduate Research. She currently leads conferences, workshops, and other events hosted by the OUR. In addition, she serves as the financial aid liaison for our office. She is a recent graduate from Cal Poly Pomona with a B.A in History.

FERNANDO PADILLA

STARS Student Assistant

Mr. Fernando Padilla is the Student Assistant for the STARS program. He was initially a student participant during summer 2023 and joined the program as an assistant the following fall. He assists the program by contributing to tasks that aid in completing the weekly agenda. Fernando is currently in his undergrad pursuing a degree in Mechanical Engineering and is expected to receive his B.S in 2026.



STAFF



DR. ZOE MARR

STARS Postdoc Associate

Dr. Zoe Marr earned her Ph.D. in chemistry from the University at Buffalo. Her Pd.D. project involved the design, synthesis, and structural characterization of photoswitchable crystalline materials. She received her B.S. in chemistry from SUNY Geneseo. Zoe is currently serving as a STARS Postdoc under Dr. Chantal Stieber.

DR. BENJAMIN GOKA

A

STARS Postdoc Associate

Dr. Benjamin Goka received his PhD from Northern Illinois University. His area of concentration is Organic Synthesis. He previously received his Master of Science from Ball State University, and Bachelor's degree from the University of Cape Coast, Ghana. Dr. Goka is currently serving as a STARS Postdoc under Dr. Chantal Stieber.



DR. ANA C GARCIA ALVAREZ

STARS Postdoc Associate

Dr. Ana Garcia recently worked on electrocatalysis and activation of small molecules as a Postdoctoral Scholar at the University of California, Irvine. She earned her Ph.D in Science, in Inorganic and Supramolecular Chemistry, from Universidad Nacional Autonoma de Mexico. She previously received a Master of Science working on main group chemistry and lanthanides from UNAM. She studied a Bachelor of Science in Inorganic Chemistry from UAEM, Mexico. Dr. Garcia is currently serving as a STARS Postdoc under the guidance of Dr. Chantal Stieber.



STAFF

DR. MOISES BRAVO

STARS Postdoc Associate

Dr. Moisés Bravo earned his PhD in chemistry from Baylor University, where he synthesized and characterized new disordered intermetallic materials. Before this, Dr. Bravo received his B.S. in chemistry from Cal Poly Pomona while researching separation techniques. Dr. Bravo is happy to be back as a STARS Postdoctoral fellow working with Dr. Chantal Stieber, enhancing his inorganic chemistry repertoire.



PROGRAM COMPONENTS

The STARS and Engage Program provides eligible CPP, Mt. SAC, and Citrus College students with the opportunity to participate in undergraduate research, faculty mentorship, workshops, advising, financial support, and career development opportunities.

01 RESEARCH REQUIREMENTS

Selected STARS/ENGAGE Scholars will conduct research under the supervision of a faculty mentor for the academic year. Research experiences will range from basic research to applied research to innovations to address a societal need. Depending on the research availability, students can participate in the STARS/ENGAGE Program for up to 3 semesters (fall, spring, and summer). The program will also assist students in applying to research internships and Research Experiences for Undergraduates (REUs) at other institutions or industry partners.

Although the responsibilities of each research project are different, students can expect to participate in the research project approximately 5-8 hours per week during the academic year. Please reach out to your faculty mentor to set appropriate expectations for your specific project and plan accordingly. Please note that in order to receive your research stipend, you need to ensure that you are meeting your faculty mentor's project expectations according to their set timeline.

Please note that program requirements will depend on whether you will be participating in the full 24-25 AY STARS/ENGAGE Program or Fall 2024 Program or Spring 2025 Program. In your acceptance email, you were provided with the term(s) that you will be participating in. Please see your program requirements below based on your participation term.

01.1 FALL PROGRAM REQUIREMENTS FOR STUDENTS PARTICIPATING IN THE FULL 2024 – 2025 AY (FALL AND SPRING)

Fall semester, STARS/ENGAGE Scholars' program requirements are as follows (spring requirements will be similar, but details will be released in January 2025):

Orientation:

- Orientation (September 13, 2024)

Workshops and Peer Mentor/Advisor Meetings:

- You must attend at least one workshop a month (3 at minimum).
 - Workshop #1: Orientation/Staying Organized (September 13, 11 am – 1 pm)
 - Workshop #2: Demystifying the Research Process and Vocabulary (October 11, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)
 - Workshop #3: Writing a Preliminary Research Report (October 25, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)
 - Workshop #4: Applying to REUs (November 8, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)
 - Workshop #5: Applying to Conferences and Writing an Abstract (November 22, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)

Culturally Relevant Activity/Cohort Building Activity:

- You must attend at least one of the following activities:
 - Activity #1: Game Day (September 27, 11 am – 12 pm)
 - Activity #2: Potluck (December 13, 11 am – 12 pm)

Required Events:

- Winter Retreat (January 17, 2025)
- RSCA (March 1st, 2025)

Deadlines (Must be submitted on Canvas):

PROGRAM COMPONENTS

- Mentor/Mentee Agreement (September 20, 2024)
- Release of Liability (September 20, 2024)
- Annotated Bibliography Section (October 11, 2024)
- Literature Review Section (October 25, 2024)
- Methodology Section (November 22, 2024)
- Apply to RSCA (Application opens November 25th)
- Preliminary Research Draft (December 13, 2024; must include Introduction, purpose of the research/research question/hypothesis, literature review, and materials and methods section)
- Final Research Paper (Due Date: TBA; must include title page, Introduction, purpose of the research/research question/hypothesis, literature review, materials and methods section, results, conclusion)

PROGRAM COMPONENTS

- 2 meetings with a Program Advisor (please note that this is not the faculty mentor or the peer mentor) during the fall semester: you will be able to meet with your program advisor during the 5 workshops hosted throughout the semester.
- 2 meetings with a Peer Mentor (please note that this is not the faculty mentor or the Program Advisor) during the fall semester: you will be able to meet with your peer mentor during the 5 workshops hosted throughout the semester.
- Preliminary Research Report Draft (include background, motivation, Literature Review and Methodology) due by December 13th.
- Present (oral or poster presentation) at the Research, Scholarship, and Creative Activities (RSCA) Conference on Saturday, March 1ST at Cal Poly Pomona.
 - Application will open on Monday, November 25th
 - Applications will close on Sunday, February 2nd @ 11:59 pm, with faculty mentor approval also closing on February 2nd
 - Presenters RSVP deadline is Tuesday, February 13th
- Final Research Paper will be due at the end of Spring (May 2025)
 - The culminating experience will be the dissemination of your research work (at the end of spring). CPP hosts Bronco ScholarWorks, an online professional space to showcase exemplary student research such as conference abstracts, undergraduate research papers, and projects, etc. All STARS/ENGAGE Scholars are required to submit their research papers to Bronco ScholarWorks and these papers will be curated to produce an annual digital undergraduate research journal. As the semester
 - Throughout the semester you might be asked to participate in program surveys. These are also a required component of the program (including the Presurvey, Student Panel Video & Questionnaire, and Postsurvey).
 - Student must participate in their corresponding STARS or ENGAGE Program Canvas Page (all program information and assignments will be submitted via the Canvas Page)

01.2 FALL PROGRAM REQUIREMENTS FOR STUDENTS PARTICIPATING IN THE FALL 2024 SEMESTER

Orientation:

- Orientation (September 13, 2024)

Workshops and Peer Mentor/Advisor Meetings:

- You must attend at least one workshop a month (3 at minimum).
 - Workshop #1: Orientation/Staying Organized (September 13, 11 am – 1 pm)
 - Workshop #2: Demystifying the Research Process and Vocabulary (October 11, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)
 - Workshop #3: Writing a Preliminary Research Report (October 25, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)
 - Workshop #4: Applying to REUs (November 8, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)
 - Workshop #5: Applying to Conferences and Writing an Abstract (November 22, 11 am – 12 pm; Peer Mentor/Advisor Meeting 1 pm – 2 pm)

Culturally Relevant Activity/Cohort Building Activity:

- You must attend at least one of the following activities:

PROGRAM COMPONENTS

- Activity #1: Game Day (September 27, 11 am – 12 pm)
- Activity #2: Potluck (December 13, 11 am – 12 pm)

Required Events:

- Winter Retreat (January 17, 2025)

Deadlines (Must be submitted on Canvas):

- Mentor/Mentee Agreement (September 20, 2024)
- Release of Liability (September 20, 2024)
- Annotated Bibliography Section (October 11, 2024)
- Literature Review Section (October 25, 2024)
- Methodology Section (November 22, 2024)
- Preliminary Research Draft (December 13, 2024; must include Introduction, purpose of the research/research question/hypothesis, literature review, and materials and methods section)
- Final Research Paper (Due Date: TBA; must include title page, Introduction, purpose of the research/research question/hypothesis, literature review, materials and methods section, results, conclusion)

PROGRAM COMPONENTS

- 2 meetings with a Program Advisor (please note that this is not the faculty mentor or the peer mentor) during the fall semester: the first meeting should be held during the first month of the program and the second meeting before December 1st.
- 2 meetings with a Peer Mentor (please note that this is not the faculty mentor or the Program Advisor) during the fall semester: you will be able to meet with your peer mentor during the 5 workshops hosted throughout the semester.
- Preliminary Research Report Draft (include background, motivation, Literature Review and Methodology) due by December 13th.
- Present (oral or poster presentation) at the Research, Scholarship, and Creative Activities (RSCA) Conference on Saturday, March 2nd at Cal Poly Pomona.
 - Application will open on November 27, 2024
 - Applications will close on February 2nd, with faculty mentor approval also closing on February 2nd
 - Presenters RSVP deadline is Tuesday, February 13th
- Throughout the semester you might be asked to participate in program surveys. These are also a required component of the program (including the Presurvey, Student Panel Video & Questionnaire, and Postsurvey).
- Student must participate in their corresponding STARS or ENGAGE Program Canvas Page (all program information and assignments will be submitted via the Canvas Page)

01.3 SPRING PROGRAM REQUIREMENTS FOR STUDENTS PARTICIPATING IN THE SPRING 2025 SEMESTER

Spring semester overview is below. STARS/ENGAGE Scholars' program requirements dates will be released in January 2025:

Orientation:

- Orientation (TBA)

Workshops and Peer Mentor/Advisor Meetings:

- You must attend at least one workshop a month (3 at minimum).
 - Workshop #1: (Workshop Topic, Date, and Time: TBA)
 - Workshop #2: (Workshop Topic, Date, and Time: TBA)
 - Workshop #3: (Workshop Topic, Date, and Time: TBA)
 - Workshop #4: (Workshop Topic, Date, and Time: TBA)
 - Workshop #5: (Workshop Topic, Date, and Time: TBA)

Culturally Relevant Activity/Cohort Building Activity:

- You must attend at least one of the following activities:
 - Activity #1: (Activity Topic, Date, and Time: TBA)
 - Activity #2: (Activity Topic, Date, and Time: TBA))

Required Events:

- RSCA (March 1st, 2025)

Deadlines (Must be submitted on Canvas):

- Mentor/Mentee Agreement (Due Date: TBA)
- Release of Liability (Due Date: TBA)
- Annotated Bibliography Section (Due Date: TBA)
- Literature Review Section (Due Date: TBA)
- Methodology Section (Due Date: TBA)
- Apply to RSCA (Application opens November 25th)

PROGRAM COMPONENTS

- Preliminary Research Draft (Due Date: TBA; must include Introduction, purpose of the research/research question/hypothesis, literature review, and materials and methods section)
- Applications will close on February 2nd, with faculty mentor approval also closing on February 2nd o Presenters RSVP deadline is Tuesday, February 13th
- Throughout the semester you might be asked to participate in program surveys. These are also a required component of the program (including the Presurvey, Student Panel Video & Questionnaire, and Postsurvey).
- Student must participate in their corresponding STARS or ENGAGE Program Canvas Page (all program information and assignments will be submitted via the Canvas Page)

PROGRAM COMPONENTS

01.4

PROOF OF ATTENDANCE

After each workshop or Program-related activity, students are to submit a proof of attendance <[Microsoft Forms](#)>. Please note that, if a student is in multiple programs, one workshop may count for several (or all) OUR programs the student is participating in. Students may direct questions about this to each program's coordinator. Another key point to note is that the "name of the event" section should be filled in with the title of the event that was attended.

02

CANVAS

All students will be provided with access to the Cal Poly Pomona Platform Canvas. Canvas will be the platform that the program will use to communicate with students, upload assignments, etc. If you have any problems with accessing the platform, please make sure to email one of the program advisors immediately.

03

ACCESS TO CPP RESOURCES FOR NON-CPP STUDENTS

All students will be provided with access to many of the CPP campus resources, including using the library. All visiting students were given prior authorization for to access these items. Please make sure that you respond to CPP IT Department in a timely manner to ensure prompt access to Canvas and other required CPP services.

04

COMMUNICATION WITH PROGRAM STAFF

STARS and Engage staff and faculty are available to provide support to ensure your success. If there are any issues with any of the program requirements, please notify your respective program Staff immediately to address these issues. Allow 1-2 business days for a response to inquiries or concerns.

05

PLUTO (POSTDOCTORAL LEADERSHIP OF UNDERREPRESENTED MINORITIES FOR TEACHER-SCHOLAR OCCUPATIONS) MENTOR

The STARS/ENGAGE Scholars will have access to receive mentorship from one of our PLUTO Mentors: Dr. Benjamin Goka, Dr. Zoe Marr, Dr. Moises Bravo, or Dr. Ana C Garcia Alvarez. The PLUTO Mentor will lead one workshop for fall semester and have office hours to provide mentorship to STARS/ENGAGE Scholars. More information on office hours will be available to all students on CANVAS.

PROGRAM COMPONENTS

06 PEER MENTORING

You will be meeting with your assigned peer mentor two times during the fall semester. A peer mentor is a student peer who has trained in project-based management and research skills, leadership, and campus resources. They can serve as someone to reach out to for support and navigating campus resources. Your assigned peer mentor will contact you via email by September 30th. Peer mentors are undergraduate students from the Achieve Scholars Program (ASP) or are Project Learning Assistants (PLAs) who guide students from multiple OUR programs through the process of research. Please note that peer mentors are different from faculty mentors (the professor under whom a research project is conducted) and from program advisors (staff and faculty from the OUR who coordinate the program).

07 FACULTY MENTOR

Through the STARS/ENGAGE Program you have been matched with a faculty mentor in your discipline and with similar research interests. We ask that you communicate with your faculty mentor as soon as possible to discuss the research project, and to establish expectations and timelines for the project. Since the STARS/ENGAGE Program is a collaboration between three different campuses (CPP, Mt. SAC, and Citrus College), it is important to discuss details such as location of labs (if in-person), format of the research (virtual, in-person, hybrid, etc.), time commitment, etc. Faculty mentors are also excellent sources of information and can provide scholars with guidance and wisdom because of their own experiences in higher education and/or industry. You will have the opportunity to establish a mentoring relationship with your faculty mentor.

08 MENTOR AND MENTEE AGREEMENT

We will be providing you and your mentor a copy of the Mentor and Mentee Agreement. This agreement is intended to serve as a guideline to facilitate communications between faculty mentors and scholars. This document is to be reviewed and completed by the Scholar and their faculty mentor. We recommend that this agreement be initially completed at the first meeting (either virtual or in-person) between both faculty mentors and their scholar. Our goal is to ensure that expectations are clearly communicated. It is best for this first meeting to occur within the first two weeks of the program. This agreement is apart of your requirements and is due on September 20th. Please upload completed document to Canvas under Assignments.

09 PROGRAM TIMEFRAMES

1. Full 2024-25 Academic Year Program- If you are participating in the full 24-25 AY Program, the program will start on September 13th, 2024 and end on May 24th, 2025.
2. Fall 2024 Program- If you are participating in the program for fall 2024, the program will start on September 13th, 2024 and end on January 18th, 2025.
3. Spring 2025 Program- If you are participating in the program for spring 2025, the program will start on January 19th, 2025 and end on May 24th, 2025.

PROGRAM COMPONENTS

10 STARS AND ENGAGE SUMMER RESEARCH EXPERIENCE FOR UNDERGRADUATES (REU)

The STARS and ENGAGE REU allows students to participate in high-level faculty-mentored research projects over an eight-week program. Students that participate in REU have the opportunity to present their culminating research projects at our annual Cal Poly Pomona Creative Activities & Research Symposium (CPP CARS). Students who participate in the REU during the 8-weeks can expect the following:

- work on a faculty-mentored research project for about 40 hours per week
- participate in a culminating experience by articulating what they have learned on a research poster or oral presentation at the annual summer symposium
- create a community of scholars by networking and engaging with students from other research labs
- learn about lab safety training

The program can only fund a smaller number of scholars during the summer REU vs. the academic year (fall and spring). As such, the program will be having a separate application for the STARS/ENGAGE REU. Although space is not guaranteed, priority will be given to current STARS/ENGAGE Scholars. The STARS/ENGAGE REU application will open by March 2025 and will be due by April 2025 on the CPP STARS and ENGAGE website. The STARS/ENGAGE REU is expected to start June 2025 and end August 2025.

FINANCIAL SUPPORT

01 STUDENT STIPENDS

Scholars are eligible to receive funding for their research projects for up to 3 semesters. Student funding is contingent upon the completion of 1) ALL program requirements by the deadlines and 2) Faculty mentor approval of expected research progress. The funding disbursement will be as follows:

SEMESTER	STIPEND AMOUNT	DISBURSEMENT TIME FRAME	REQUIREMENTS FOR DISBURSMENT
FALL	\$1,000	WEEK OF JANUARY 26, 2025 *Disbursement times may vary depending on funding source.	<ul style="list-style-type: none"> • Interim Research (progress) Report-includes preliminary literature review and abstract • Meeting program requirements Progress confirmation from faculty mentor
SPRING	\$1,000	WEEK OF JUNE 8, 2025 *Disbursement times may vary depending on funding source.	<ul style="list-style-type: none"> • Submission of final research report and submission to Bronco ScholarWorks • Presenting at RSCA or Research Conference • Meeting program requirements • Progress confirmation from faculty mentor

The STARS/ENGAGE Program works with Cal Poly Pomona Foundation and Scholarships to disburse stipends related to STARS/ENGAGE. We cannot issue any stipends without this document completed and signed. To receive their stipends, scholars must complete a stipend form by October 14th. Please expect an email from the STARS or ENGAGE Program through the Adobe Forms Platform by October 1st.

02 SUPPLIES REQUEST

Each scholar can receive up to \$800 in funding for research supplies during the academic year (or \$400 per semester). Faculty mentors will work with their students to complete an excel sheet with a list of supplies needed (available to faculty mentor), and the faculty mentor must submit the request via a Microsoft Forms link (available to faculty mentor) at least 2 months before program end date. If you have additional questions regarding supplies request, please feel free to send an email to Jennette Ramirez or Kaira Pettway.

FINANCIAL SUPPORT

03 TRAVEL FUNDING

As part of the STARS/ENGAGE Program, we strongly encourage scholars to attend national and disciplinary specific research conferences. As a scholar, you are eligible to receive a one-time reimbursement of up to \$500 for your attendance to said conference. Please see below for further details:

- Students must apply at least 1 month prior to the first date of the virtual conference or conference travel, but no more than 2 months in advance.
- Funds for travel during the 2024-25 AY are available for use until June 30, 2025. Funds awarded in the current academic year do not carry forward (are not available for use) in the next academic year.
- Approval will not be given retroactively if an application is submitted after the conference has begun.
- Please submit all your travel receipts within 5 business days of the conference end date, including boarding passes if traveling by airplane, via email to stars@cpp.edu. We will send a confirmation email within 1 week of receiving this email (if submitted Monday-Thursday).
- Travel funding can be requested up to 1 month before program end date.
 - Please submit travel funding request via this link:

<https://forms.office.com/r/BH6VK0VQgD>

CAMPUS RESOURCES

01 CAMPUS PARKING

- ♦ Cal Poly Pomona Parking: All scholars visiting the CPP campus will need a parking permit. Unfortunately, the program is **unable** to purchase this permit. There are also several alternative transportation options to reach campus.
 - Foothill Transit buses make convenient stops on campus
 - The [CPP Metrolink Connect shuttle](#) provides free transportation to campus from the Pomona North Metrolink Station
 - If you need to visit the CPP campus, the daily parking rate is \$8 and the weekend parking rate is \$5. Please visit the following site for permit dispensers and parking lot instructions: [Cal Poly Pomona Campus Map \(cpp.edu\)](#)
- ♦ Mt. SAC Parking: If you are a CPP or Citrus Scholar visiting the Mt. SAC campus, you will need to purchase a one-day parking permit for \$4 at any of the twenty-day use ticket dispensers on campus (Day- use lots B & G, Student Lots A, B, D, F, H, W, Champion Parking Structure and Gateway Parking Structure). More information can be found here: [Permits - the Department of Police and Campus Safety & Parking \(mtsac.edu\)](#)
- ♦ Citrus College Parking: If you are a CPP or Mt. SAC Scholar visiting the Citrus College campus, you will need to purchase a daily permit for \$5 and park in the student parking lots. Daily permits should be displayed on the front dash of the vehicle. Permits of this type include, but are not limited to, special event permits, dispenser permits, and one-day visitor/event permits. These permits must be displayed on the driver's side dash and should be clearly visible from the outside of the vehicle. More information can be found here: <https://www.citruscollege.edu/campusafety/Pages/ParkingInfo.aspx>

02 BRNCOS CARE BASIC NEEDS PROGRAM

The Cal Poly Pomona Broncos Care Program is a comprehensive campus-wide Basic Needs' initiative that serves students experiencing housing instability, food insecurity, and other emergency/crisis situations. The program goals are to provide students in need with:

- Food resources
- Housing support
- Emergency funds
- Case-management support

All of these areas play a critical role in a student's academic success, health and wellbeing. This is a campus-wide prevention and early intervention program hosted by the Division of Student Affairs.

CAMPUS RESOURCES

03 POLY PANTRY

About the Pantry: The Poly Pantry will be available to all Cal Poly Pomona students who feel they are in need. We define need as a situation where students are faced with financial challenges and would otherwise have no other resource to supplement their meals. Students experiencing greater need beyond what the pantry can provide will be connected to university services that assist with food and housing security such as Cal Fresh outreach, our meal assistance program, EBT access on campus, emergency housing, an emergency grant program, case management and referrals to campus and community support. The Poly Pantry is a customer-choice pantry where students are empowered to shop for what they need and want, in order to meet their dietary needs; which also eliminates food waste.

04 MEAL ASSISTANCE PROGRAM

The Broncos Care Meal Assistance Program can temporarily assist students with food insecurity while more permanent resources are found. Through the program, students can receive an allotted amount of meal swipes to be used at the campus dining hall, meal points and or a campus meal point gift card that can be used at any dining facility on campus. If you would like to apply for meal assistance please visit: <https://www.cpp.edu/broncoscarecenter/>

If you have questions or would like to follow up please contact the Care Services Coordinator at carecenter@cpp.edu or (909) 869-5071.

05 CALFRESH OUTREACH

What is CalFresh? CalFresh is a nutrition assistance program that helps low-income individuals and families buy the food they need. CalFresh dollars help stretch a tight food budget and help many people afford to incorporate healthy foods like fruits and vegetables into their diets. CalFresh is the name of the USDA-funded Supplemental Nutrition Assistance Program (SNAP) in the state of California. Recipients receive and “spend” CalFresh benefits electronically, via personal Golden State Advantage electronic benefits transfer (EBT) cards that look just like any other credit or debit cards.

CAMPUS RESOURCES

06 SHORT TERM EMERGENCY HOUSING

The Short-Term Emergency Housing Assistance Program provides students experiencing housing instability and displacement with temporary University Housing Services (UHS) to ensure a student's safety and wellbeing as they acquire permanent and secure housing. Placement in the Short-Term Emergency Housing is no longer than a two (1-2) week stay, pending space availability.

For more information on any of these services, please visit:

<https://www.cpp.edu/broncoscarecenter/>



