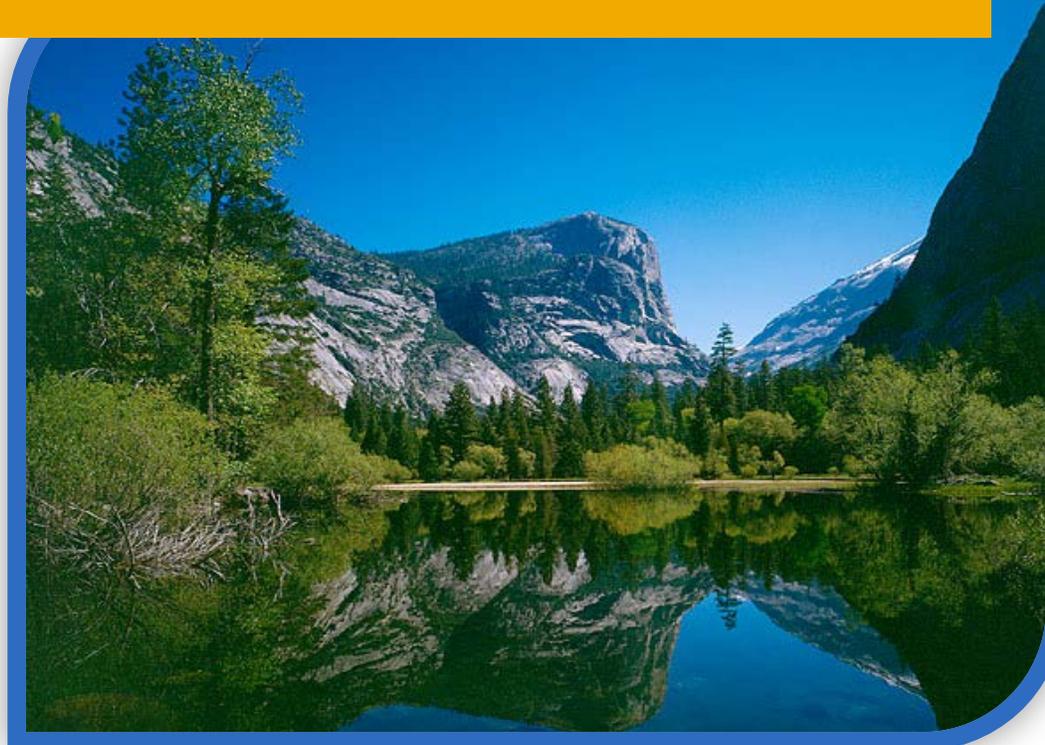


NSF IGERT: Water SENSE



Water SENSE IGERT
Student and Faculty Handbook
2014-2015
watersense.ucr.edu

Water SENSE Executive Summary

Water will become an even more important factor in determining human well-being in the future, as the world's population increases from roughly 6.5 billion now to 9 billion by 2050. Also as the developing world's population urbanizes, the demand for water transport and processing worldwide will increase significantly. Meanwhile, the supply of water is unlikely to increase and may decline as a result of major shifts in the world's climate. Since water scarcity has a direct link to water contamination, the future outlook for water-related morbidity and mortality is bleak, especially in the absence of major public interventions. Water scarcity also portends worldwide political instability as more people and nations compete for this vital resource.



The vision of UCR's Water SENSE IGERT is to impart three sets of skills toward creating water scholars who are able to address this complex and pressing problem: 1) substantive disciplinary knowledge that allows them to understand and engage in technical problems at the knowledge frontier; 2) boundary-spanning knowledge that allows them to direct project teams composed of diverse practitioners; and 3) communication knowledge that allows them to motivate students (at all levels), advise policy makers, and influence public awareness.

This vision will be realized by integrating expertise on water drawn from a variety of disciplines, including microbiology, entomology, environmental engineering, economics, public policy, psychology, sociology, political science, education, and anthropology, to develop practical, cost-effective, and sustainable solutions to improve the quantity and quality of water available and people's use of this water. This expertise will be utilized by having cohorts of IGERT students focus on the water issues in a particular geographic region.

The Water SENSE IGERT Fellows will engage in applied research that can improve water quantity and quality, thereby reducing exposure to waterborne diseases, increasing the supply of potable water, and improving human well-being. This will be accomplished through the development of multidisciplinary teams who will integrate their disciplinary knowledge toward solutions of complex water problems in California. Five major research themes have been identified: 1) Public education; 2) Water policy/management; 3) Waterborne contaminant detection/effects; 4) Vector/disease control; and 5) Water treatment and remediation.

The Water SENSE IGERT is intended to produce scholars who will be able to work in leadership positions in government, private, and nonprofit organizations interested in improving community health and child development outcomes via improved water supply, utilization, and management. The training Water SENSE IGERT Fellows will receive will prepare them in all aspects of water and waterborne disease management, including designing, executing and evaluating water-based interventions in close

consultation – and with the active participation – of the intended beneficiaries. We will be teaching and using new and established approaches to water utilization and management, waterborne pathogen control and vector biology, and simultaneously training students in the social and cultural challenges required for the sustainable use of clean water.

Our specific goals for the Water SENSE IGERT program include: 1) Increasing recruitment and retention of students in NSF-supported disciplines by at least 10 per year and connecting with undergraduate programs to encourage more students and greater diversity in the sciences; 2) Increasing the ethnic diversity of students in the sciences and engineering through joint recruitment and retention efforts with the social sciences, which traditionally attract more women and underrepresented minorities; 3) diversifying job opportunities for Ph.D.-level graduates in U.S. academic institutions, government laboratories, and the private sector by establishing links for summer research opportunities and collaborative research; 4) diversifying the engineering and science faculty at UCR. The attractiveness of the IGERT and the support it offers will help us recruit sought-after faculty at all levels as UCR continues to grow.

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General Information

Participants in the interdisciplinary UCR NSF Water SENSE IGERT program are also a part of a disciplinary PhD degree program. As such, there are a number of policies and requirements that are applicable. The information contained in this manual is intended to help students and faculty members understand the policies and requirements associated with the UCR NSF Water SENSE IGERT program. In addition, each graduate PhD program has its own requirements and policies.



Water SENSE program graduate students should be familiar with the policies and requirements set forth in this document as well as those that are specific to his/her graduate degree program.

Program Contacts

Key contacts for the Water SENSE IGERT are:

Steering Committee:

- Professor Peter Atkinson, Entomology (peter.atkinson@ucr.edu)
- Professor Anil Deolalikar, Economics (anil.deolalikar@ucr.edu)
- Professor Mary Gauvain, **Program Director**, Psychology (mary.gauvain@ucr.edu)
- Professor Mark Matsumoto, Chemical & Environmental Engineering (matsumot@engr.ucr.edu)
- Professor Sharon Walker, Chemical & Environmental Engineering (sharon.walker@ucr.edu)
- Professor Marylynn Yates, Environmental Sciences, (marylynn.yates@ucr.edu)

Administrative Manager:

- V. Michelle Bierman, 1140 Batchelor Hall (michelle.bierman@ucr.edu)

Degree Program Advisors:

Program	Graduate Advisor	Staff Advisor
Anthropology	Prof Juliet McMullin	Anna Wire
Biomedical Sciences	Prof Ilhem Messaoudi	John Herring
Chem/Env Engineering	Prof Sharon Walker	William Suh
Chemistry	Prof Ryan Julian	Christina Youhas
CMDB	Prof Dmitri Maslov	Kathy Redd

Economics	Prof Marcelle Chauvet	Amanda Labagnara
Entomology	Prof Joe Morse	Melissa Gomez
Environmental Science	Prof Jiri Simunek	John Herring
Microbiology	Prof Wenbo Ma	Jammy Yang
Political Science	Prof John Cioffi	Sara Palmer
Psychology	Prof Sonya Lyubomirsky	Faye Harmer

Selection of IGERT Fellows

NSF Water SENSE IGERT Fellows will be selected from the very best domestic PhD applicants across campus. As such:

- Students must be U.S. citizens or permanent residents.
- Student should qualify for the best UCR Graduate Fellowship, the Chancellor's Distinguished Fellowship Award (GPA > 3.5, GRE > 1200, strong support letters)
- Research interest can be in the social sciences, natural sciences, or engineering but should be related to water sustainability. Otherwise it is not suitable for this IGERT.
- The student should be seriously interested in interdisciplinary research. Engineering and natural science students should have an interest in social sciences (e.g., political science, public policy, psychology). Similarly social science students should have an interest science and/or technology.
- Identification of a project direction and potential advisor/co-advisor will be helpful but not necessary during the selection process.
- Student must apply to an appropriate graduate PhD program AND correspond (submit letter of interest and CV) to the IGERT program through the website/e-mail.
- All UCR application/admission deadlines will be followed.
- The student should be excellent in oral and written communications.
- The student should have excellent letters of recommendation.
- Undergraduate research experience is valued in IGERT Fellow candidates.
- Student will be interviewed by the IGERT admissions committee.
- IGERT admissions committee will inform the faculty and student about student selection as an IGERT Fellow.

Requirements for UCR NSF Water SENSE IGERT Students

The following requirements are necessary to obtain and maintain funding through UC Riverside's Water SENSE IGERT program.

- Meet NSF's eligibility requirement for funding as a U.S. Citizen or Permanent Resident.
- Be enrolled as a full-time PhD student in one of the following graduate programs: Environmental Sciences, Entomology, Economics, Psychology, Chemical and Environmental Engineering, Political Science, Chemistry, Biomedical Sciences, Anthropology, Microbiology, or Environmental Toxicology.
- Maintain satisfactory progress towards completion of the degree requirements of her/his graduate program, including coursework, examination, teaching assistantship, seminar, annual report and dissertation requirements. Maintain a graduate GPA ≥ 3.5 .
- Participate in the proseminar, a year-long course consisting of six five-week modules: physical science, life science, social science, applied science (i.e., engineering), policy science, and professional development (team building, project management, and ethics).
- Participate in the weekly Water SENSE journal club and bi-weekly brown-bag lunch meetings.
- Participate and substantially contribute to the Water SENSE team project.
- Attend and participate in the Water SENSE IGERT annual retreat and the biennial symposium.
- Supervise and mentor a student in a Water SENSE NSF-Research Experiences for Undergraduates (REU) program (if funded) for one summer (eight to nine-week project).
- Establish a dissertation research project that focuses on science, technology, economics, policy, education, or behavior related to sustaining or enhancing safe water supplies.
- Coordinate all graduate support through the Water SENSE IGERT program.
- Abide by the rules and guidelines of academic integrity for graduate students of UC Riverside.
- Comply with policies and guidelines set forth by the UC Riverside Graduate Division.

Training Overview

The goal of Water SENSE training is to provide participants with specific knowledge about theoretical and methodological issues in the provision of high quality water, and develop their ability to function within *and to lead* teams of water professionals.

Student training has three aspects: classroom training, research/field experience, and communication and outreach participation.

Classroom Training

In addition to her/his disciplinary coursework, Water SENSE Year 1 students will attend a year-long interdisciplinary *proseminar*. The proseminar is a year-long course consisting of six five-week modules. Each module has three weeks of instruction in theoretical concepts and current issues of various disciplines, and two weeks of instruction in the methods and techniques of those disciplines. Modules will cover five science areas: physical, life, social, applied (*i.e.*, engineering), and policy sciences. The sixth module, covering professional practice, will address team building, project management and ethics.

In Years 2 and beyond students will continue to enroll in the proseminar and will be expected to attend on selected days. Advanced students will continue to gain exposure to new topics as they are introduced each year. These new topics will cover the tools involved in brokering knowledge across scientists, practitioners, and users are taught. Students will be introduced to relevant scholarship from the field of science studies on cross-disciplinary collaboration, highlighting in particular the challenges and advantages of boundary work. Emphasis will be placed on the policy making process and on different models in which science is (or is not) taken up in the policy process or "lost in translation." Means of communicating science to the public, and the potential of including the public and citizen groups in knowledge production will also be addressed.

Cross-Disciplinary Research Experience Report

At the conclusion of each proseminar, the student is to write a 500-word report that summarizes the research activities and outcome of the proseminar. This report should indicate how the research experience is envisioned to enhance the graduate research project.

Team Project

Parallel to their classroom and laboratory research experiences, all of the Water SENSE students will participate in a cohort **team project** that is designed to prepare the Water SENSE IGERT Fellows to lead interdisciplinary teams on an applied project. Working with domestic agencies as appropriate, the IGERT leadership will charter an applied project related to water and well-being issues. Each Water SENSE IGERT cohort will work as a team on an applied project for the duration of her/his degree

program. As a result of working in the teams, each member of each cohort will become educated in the areas outside of her/his own discipline that are necessary to address the issue in a holistic manner.

Every 5 weeks a team project leader will be selected by the student group. It is expected that each Fellow will lead at least one time during their participation in the IGERT program.

The responsibilities of this position include:

Take CHAT note and write a summary of each CHAT session; facilitate discussion of goals to be met at future meetings; mediate discussions to keep the current meeting on track; act as liaison between the students and faculty or guest speakers; following each meeting, email all IGERT students, faculty and program coordinator with the CHAT session notes, summary, and goals.

Communications and Outreach Activities

A critical piece in this Water SENSE program effort is to train students in communicating their knowledge to the public at large. Our plan is to:

- Host a seminar series on local water issues at the community colleges to which students and the local community will be invited. Speakers will include faculty mentors, Water SENSE IGERT Fellows, and other professionals as appropriate.
- Obtain an NSF REU grant and commit to having 50% of the REU participants from the regional community colleges (e.g., Imperial Valley College, College of the Desert, Riverside Community College, etc.)
- Hold a biennial symposium on water issues at which faculty, community college students, UCR students, and Water SENSE IGERT Fellows will be invited to present research results.
- Develop outreach activities that engage students and faculty at nearby colleges/universities.

Team Building Activities

The Water SENSE program includes a number of ongoing activities designed to facilitate the development of a sense of team spirit and interdisciplinary cooperation among the IGERT team members. These include, but are not limited to:

- An annual multi-day retreat in which Water SENSE students, faculty mentor, and steering committee members are expected to attend. Additional invitees may include advisory committee members, community college faculty, and prospective IGERT fellows. The purpose of the retreat is to allow each of the cohorts to discuss their projects – not just from a research/scientific aspect, but also in terms of any challenges the cohort members are facing with respect to communication, coordination, etc.

- Bi-weekly CHAT meetings of each cohort and their faculty mentors will be held to ensure that the team projects are coordinated and on target. These meetings will allow the Fellows to get to know not only the other Fellows in their cohort, but the faculty mentors of their colleagues. This is an important means of facilitating communication among the varied disciplines that will be represented in each cohort.

Professional Development

All Water SENSE students will engage in a number of activities that are designed to contribute to their professional development. It is expected that each Fellow will present her/his research at a national meeting of her/his professional scientific society at least once towards the end of their program; as well as attending those meetings in the early part of the program. To facilitate the Fellows' appreciation for and comprehension of the interdisciplinary nature of their team projects, each Fellow will be expected to attend and present their findings at a meeting that represents a broad spectrum of scientific disciplines, such as the American Association for the Advancement of Science annual meeting.

Students are expected to attend a variety of workshops offered at UCR on topics such as proposal writing, ethics, and communication skills.

Students will also serve as teaching assistants for one or more quarters. As such, they will attend training sessions developed by UCR's Graduate Division as part of the Teaching Assistant Development Program.

Water SENSE IGERT students will have the opportunity to build their own mentoring skills by working with undergraduate researchers. Depending on their individual interests and abilities, the students will also have opportunities to participate as judges in local elementary, middle school, and high school science fairs.

Sample Course Programs for Water SENSE IGERT Students

Year	Activities	
	Disciplinary	Interdisciplinary
1	program coursework, laboratory rotation*	proseminar, team project data collection/definition in community
2	dissertation research, qualifying exams	"Science in the Public Interest" course, team project, journal club
3	dissertation research	team project, lead journal club
4	dissertation research	team project; biennial symposium presentation
5	dissertation research	complete team project; reconnect with community regarding outcomes

*for natural science/engineering students at least one quarter must be spent working with social science faculty, for social science students, at least one quarter must be spent in a natural science/engineering faculty lab

Water SENSE IGERT Colloquia and Journal Club Meetings

All program students are *required* to attend seminars designated a Water SENSE IGERT seminar. There will be at least one Water SENSE IGERT seminar per quarter. Because of the interdisciplinary nature of this program, many of these seminars will be hosted by graduate programs, centers, departments, etc. across the campus. Students are expected to monitor their e-mail and the Water SENSE website regularly to be cognizant of upcoming seminars.

If time permits in their schedule, a group meeting with Water SENSE students will be scheduled with the seminar speakers to conduct question-and-answer "brainstorming" sessions. A Water SENSE faculty mentor or fourth/fifth student will facilitate discussion.

Integral to the interactive activities of the Water SENSE IGERT community members are the weekly *Journal Club Meetings* that take place during the second hour of the proseminar. These are meetings of the IGERT students in which papers/articles from a variety of disciplines are presented and discussed. The selection of the students to present, as well as the format of the sessions will be determined by the elected Water SENSE IGERT student representatives. (The Water SENSE IGERT program foresees that the more advanced Water SENSE IGERT students will ultimately be the organizers of the schedule for the Journal Club meetings.) Students are *required* to attend these meetings. If a student is unable to attend, s/he must inform the Water SENSE IGERT Coordinator prior to the meeting. Students who miss more than two Journal Club Meetings in a year will be required to justify their absences in writing to the Water SENSE IGERT Director. Failure to participate in either the Colloquia or Journal Club meetings may result in loss of program opportunities including, fellowship support, travel and internship support, and research funds.

Water SENSE Annual Retreat

IGERT students and their faculty mentors will participate in an annual retreat which will convene in the fall, typically in September or October. Subject to change, the retreat will commence on a Friday evening with a social gathering and continue through lunch on Sunday. The agenda will be designed to foster effective interaction and communication between students and faculty of different academic backgrounds. It will provide a setting for moderately formal presentation and informal discussions between members of the IGERT group. The goals of the retreat will be to: (1) facilitate identification of participant faculty members; (2) sustain enthusiasm about the interdisciplinary nature of the program; (3) provide students an opportunity to present results in a moderately formal setting; and (4) increase familiarity and collaborative interactions between program participants

Students will be asked to present their experiences and outcomes from their cohort team projects. The retreat may also include presentations by other graduate students and postdoctoral researchers from UCR. New faculty members, new participants in the program, and faculty members without an IGERT student will be invited to present media-free talks, formal talks or to present posters on their laboratory research.

A vital component of the retreat will be the participation of a *Keynote Speaker*. This speaker will be an established investigator/contributor in the field of water sustainability. This opportunity will provide students and faculty a unique occasion for extensive discourse. Water SENSE IGERT students will be encouraged to choose, extend an invitation, and contribute to the hosting of the Keynote speaker.

The retreat attendance of IGERT fellows will be funded by the IGERT program. Attendance by faculty and other UCR researchers is not likely to be sponsored by program funds.

Outreach Opportunities

To develop the next generation of socially responsible water sustainability leaders, well equipped to make the transition from academia to leadership positions in water policy, science, and/or technology advances, students will participate in mentoring of potential future leaders in two distinct activities.

End of Year 1 or 2 Students: Water SENSE IGERT students will participate in outreach activities that engage students and faculty at nearby colleges/universities. These activities are to be developed jointly by the IGERT Fellows and program faculty.

End of Year 1 or 2 Students: Water SENSE IGERT students will assist in the organization of a biennial symposium on water issues at which faculty, community college students, UCR students, and Water SENSE IGERT Fellows will be invited to present research results.

End of Year 3 and above Students: Water SENSE Fellows will serve as a mentor for an undergraduate researcher in an eight to nine-week summer NSF REU program. Water SENSE Fellows with supporting

faculty members will recruit students from the regional community colleges (e.g., Imperial Valley College, College of the Desert, Riverside Community College, etc.)

Student outreach activities in this area will be recorded on the annually submitted Water SENSE IGERT Student Progress Form.

Checklist for Year 1 Water SENSE IGERT Fellows

Fall Quarter:

- Receive handbook and general introduction to program
- Attend IGERT retreat
- Determine course schedule
- Attend scheduled proseminar
- Attend the journal club and special seminars
- Attend bi-weekly CHAT meetings to develop/review team project
- First week in quarter, provide bio-profile for Water SENSE IGERT website

Winter Quarter:

- Determine course schedule
- Attend scheduled proseminar
- Attend the journal club and special seminars
- Attend bi-weekly CHAT meetings to develop/review team project

Spring Quarter:

- Attend scheduled proseminar
- Attend the journal club and special seminars
- Attend bi-weekly CHAT meetings to develop/review team project
- Complete online NSF evaluation of program when requested in April
- Annual interview with Director

Summer:

- By August 1st Annual Progress Report Form
- Participate in outreach project or supervise an REU student

Year-round:

- Receive monthly reports of research funds
- Look for opportunities of appropriate in-disciplinary or extra-disciplinary conference to attend
- Take advantage of opportunities to expand knowledge and research accomplishments through interdisciplinary activities
- Acknowledge whenever possible your NSF-IGERT fellowship support
- Be a responsible and active citizen in the Water SENSE IGERT program
- Attend/participate in professional development workshops when offered (two per year)

Checklist for Year 2 Water SENSE IGERT Fellows

Fall Quarter:

- Attend IGERT annual retreat and give research oral/poster presentation
- Attend the journal club and special seminars
- Attend bi-weekly CHAT meetings to discuss/review team project progress
- Provide updated profile for Water SENSE IGERT website

Winter Quarter:

- Attend IGERT annual retreat and give research oral/poster presentation
- Attend the journal club and special seminars
- Attend bi-weekly CHAT meetings to discuss/review team project progress
-

Spring Quarter:

- Attend IGERT annual retreat and give research oral/poster presentation
- Attend the journal club and special seminars
- Attend bi-weekly CHAT meetings to discuss/review team project progress
- Complete online NSF evaluation of program when requested in April
- Annual interview with Director

Summer:

- By August 1st: Submit Annual Progress Report (Form and 3-5 page report)
- Participate in outreach project or supervise an REU student

Year-round:

- Receive monthly reports of research funds
- Take opportunities to be Journal Club discussion leader
- Look for opportunities of appropriate in-disciplinary or extra-disciplinary conference to attend
- Take advantage of opportunities to expand knowledge and research accomplishments through interdisciplinary activities
- Acknowledge whenever possible your NSF-IGERT fellowship support
- Be a responsible and active citizen in the Water SENSE IGERT program
- Attend/participate in professional development workshops when offered (two per year)

Water SENSE IGERT Fellow Financial Support

Stipends:

Water SENSE IGERT students will receive support from the program in the form of a stipend and cost-of-education allowance. These funds will be received in specific years of graduate training as indicated in the student's support package letter from the Graduate Division.

The stipend will be distributed by Graduate Division as a fellowship. The stipend will be provided for two twelve-month periods, from October through September, according to the funding schedule of individual students. The cost of education funds, which the student does not directly receive, will be used by Graduate Division to pay student fees, PFR and GSHIP costs.

Students receiving an IGERT stipend may not receive funds from any other source or serve as a teaching assistant during the period s/he receives an IGERT stipend.

Note: Students need to anticipate that they will receive fellowship stipend checks, IGERT fellowship and Graduate Division fellowship support, at the beginning of the month. When students receive Graduate Student Researcher (GSR) funds from their PI/Co-PI or College, or Teaching Assistantship payment, the checks will be received at the end of the month. STUDENTS MUST PLAN IN ADVANCE FOR THIS HIATUS IN FUNDING.

Travel Support:

IGERT students are entitled to funding for support to two meetings:

- A. Students should attend one meeting outside of their major discipline in Year 1, 2 or early Year 3 of their graduate training program (see following section for guidelines on this meeting selection, *etc.*). Each student will be provided **up to \$1,000** for travel, registration, and/or *per diem* costs per meeting (see details of eligible costs below). Each student will be supported for two meetings. This amount of money may not cover the entire cost of the meeting. Students are responsible for arranging for payment of the remainder of the costs for each meeting. The remaining funds might come from Co-PI funds and other travel resources available to graduate students (Check with your Graduate Program or Graduate Advisor for suggestions on travel funds resources).
- B. IGERT student attendance at the annual retreat will be covered by the IGERT program during each year of training. Students are required to attend the annual retreat.

Requirements to Receive Travel Support

Students are required to apply for use of IGERT travel support funds. The procedure for application is as follows:

- Students must be in good academic standing (GPA \geq 3.5) and acceptable progress within the graduate program. Good academic standing must be maintained from the time of application through the completion of the proposed activity.
- **The student must submit an application for the funds through the Water SENSE IGERT program by use of the appropriate form (see following pages for forms).**
- The student must demonstrate completion of the stated activity (meeting participation) to receive payment for expenses. This will require the completion of a travel expenditure report and submission of necessary receipts. In any case where a student does not complete the activity the Water SENSE IGERT program reserves the right to deny payment of the funds.
- Students are permitted to use IGERT funds and funds from other sources (i.e. a professor's extramural grant, Graduate Students Associations Travel Funds) to attend a meeting. However, payment of expenses by IGERT funds will require full and official accounting of all expenditures and the amount of funding from other sources.

Application for Travel Allowances to Meetings or Conferences

By the end of Year 2 students are required to attend a professional conference that is outside of their main discipline. The Co-PI advisors are to support the selection of the meeting. The student is to identify another UCR researcher (IGERT faculty Participant or postdoctoral researcher) who will attend the same meeting. This individual is to agree to interact with the student at the meeting. It is recognized that in some cases a student may attend a meeting outside of their discipline without an accompanying scientist. The student will submit a formal request for funding that will include an abstract of their presentation.

In Year 3, 4 or 5, students are to attend a professional conference within their main discipline at which they present their original research results. The student's presentation can be an oral or poster presentation. The selection of the meeting will be by the student in consultation with the Co-PI advisors. The student will submit a formal request for funding that will include an abstract of their presentation. In most cases, this will be the formal abstract submitted to the conference organizers.

Conference Registration:

The IGERT program can pay for STUDENT conference registrations with a Purchase Order Number (PO#). If student prefers that the IGERT program pay for the conference registration directly, please choose this option when registering online. Then email/bring a copy of the student registration to the IGERT office. The IGERT coordinator will email back the PO#, and the student can finalize the registration online.

Airfare:

If a student prefers the IGERT program to pay for the airfare directly before travel date, please come to the program office and we can reserve the flight together and pay with a PO#. Students can also email the detailed flight information of his/her choice. The IGERT coordinator will book the flight for the student with a PO#.

Conference Guidelines:

- Students are required to apply for travel support to conferences **four weeks prior** to the first day of the meeting (See Meeting Travel Expense Application Form).
- The application must include a copy of the abstract or conference publication (draft). ***A copy of the final (published) abstract or conference publication needs to be given to the Water SENSE IGERT Program Office after the meeting presentation.***
- Students will only receive travel support if their contribution at the meeting explicitly acknowledges funding from the Water SENSE IGERT program. This acknowledgement will typically be in two places.
 - a. For an abstract the student's affiliation should include "Water SENSE IGERT Program" followed by the student's graduate program and department affiliations , for example:
 - Jane Doe
 - Water SENSE IGERT Program
 - Center for (if applicable)
 - Department of (if applicable)
 - [Student's graduate program, if applicable]
 - University of California, Riverside
 - b. At the end of the abstract or in a formal acknowledgment of a conference publication, the following acknowledgement with the grant number must be provided: Research supported by National Science Foundation IGERT Grant No. DGE-1144635, "Water Social, Engineering, and Natural Sciences Engagement." If necessary, the title but not the number of the grant may be omitted in the acknowledgement.
- Students will complete their individual travel and lodging arrangements. For international travel, IGERT program requires students to fly on US air carriers. Students may request to have airline tickets purchased through the IGERT program office. The purchase will be made through [Connexus](#) and not through any other travel agency or an on-line ticket broker. Tickets can be purchased in advance if the request is made in writing six weeks prior to the departure date. Student can access [Connexus](#) two ways:
 - a. Login through [rSpace](#), click on travel, select [Connexus](#) from the application section, or
 - b. Open a web browser, type connexus.ucr.edu, enter your UCR NetID and password.
- Students will be reimbursed for travel costs. This will require original receipts for all expenses, with the exception of per diem that can be in accordance to university policy. Travel

reimbursement is to be done through the UCR's online travel expense planning and reporting website (<http://ospace.ucr.edu/>). After completing your on-line travel expense voucher, please submit your receipts to the IGERT coordinator and include the trip number on the receipts. The site for help with this system is: http://cnc.ucr.edu/travel/getting_started.html

- Students must complete the travel reimbursement forms within two weeks of their return from the trip. (If an extended trip is planned please inform the IGERT Program Office of your anticipated return date.)
- The reimbursement for a conference from IGERT funds will not exceed the amount in the students Travel Funds account (\$1000).

FAQS:***What travel expenses are eligible for payment from my IGERT funds?***

- An economy class round-trip ticket. For airline travel, only U.S. carriers can be used. Travel on a foreign airline cannot be reimbursed from U.S. government funds. Train, subway and bus fares. Taxi fares can be claimed but students are encouraged to use public transportation.
- Lodging during the conference period at an economical rate.
- Conference registration fees. Society membership fees are not reimbursable.
- *Per diem* allowances for meals (there are maximum amounts for each meal). There is no reimbursement for alcoholic beverages of any kind.

What is needed to process my travel reimbursement form?

- Original receipts for transportation. For flights, the back ticket coupon is preferred, but an e-ticket will suffice.
- Original itemized hotel or conference lodging receipt. In room expenses such as phones, mini-bar and internet costs are not reimbursable.
- Copy of conference registration receipt.

Is anything else needed to document my conference attendance?

- Documentation of participation in conference such as a copy of the conference schedule indicating the day/time of your presentation, a copy of your abstract in a conference program, or a photocopy of your name badge if you were not a formal presenter.

Meeting Travel Expense Application Form

This form and supporting documents (see below) must be submitted to the Water SENSE IGERT Program Office four weeks prior to the first day of the meeting. Student travel allowances are up to \$1000 per year that the IGERT stipend is received. With approval of the PI/Co-PI, research expense allowances may be used for travel funds. **Complete the form on your computer and submit the document file by email to the IGERT Program Director or Program Coordinator.**

Student Name: _____ Date of Request: _____

Student ID No.: _____ Email Address: _____

Purpose of Travel

Name of Conference or Workshop: _____

Date(s) of Conference: _____

Location of Conference: _____

Academic Field of Conference: _____

If outside of primary academic field, name and email address of IGERT faculty participant or other individual who will also attend meeting: _____

Presentation (no presentation required for meetings outside of primary discipline):

Title: _____

Type: Oral _____ or Poster _____

Budget Summary

Registration Fee: \$ _____

Lodging: Number of nights: _____ \$ _____

Food (indicate if a per diem is to be taken): \$ _____

Transportation (indicate amount for each method):

Airfare: _____ Bus: _____ Car: _____ Train: _____ Parking: _____

Total Transportation Cost: \$ _____

TOTAL REQUESTED: \$ _____

Approval by PI/Co-PI	
Approval by IGERT Director	
Approval Conditions (if any)	

Please provide the following supporting documents:

1. Copy of submitted abstract and registration form.
2. If outside of major discipline, a copy of the program or conference announcement and copy of the registration form.

Research Funding

Research Allowance during IGERT Fellow Years

Each IGERT fellow will be provided a research allowance that will be allocated each year as IGERT Fellow. The allowance will be up to \$2000 per year, for each year of graduate training under the IGERT umbrella. Students are to use the funds for research expenses pertaining to their research, with the approval of his/her PI/Co-PI.

The PI (professor in major discipline) of each student will receive a Cost Center and Fund Number for their IGERT student in which these allocations will be deposited each year.

Allowable expenses include, purchase of chemicals and supplies needed for experiments; direct and recharge costs incurred for analytical facilities or services, computer use, *etc*; photocopying and printing costs associated with research or completion of the dissertation; academic or research software packages, notebooks, computer disks, data storage peripherals, computers and the like that are necessary for research. Please be aware that UC policy on ownership of computers depends upon the cost of the equipment. **Any computer purchase must have the approval of the PI/Co-PI and the IGERT Director.**

Unallowable costs include, fines, library fines, student fees, books, periodical subscriptions, furniture (*i.e.*, office furniture), or any person item that is not necessary for academic research.

If a student does not have research costs, *i.e.* research expendables, then this money can be used for travel expenses to meetings. With the PI/Co-PI's and the IGERT Director's approval, students may have their research funds converted to travel funds. This needs to be done through a written request to the Water SENSE IGERT Program office. However, travel funds cannot be converted to research funds.

Unspent research expense allocations may be carried forward until graduation. Any unspent Research Funds at the time of graduation will go back into the general IGERT funds. **For further information and commonly asked questions concerning research allowance see Appendix A.**

Publication costs

There is typically a cost charged by journals for the publication of research papers. Each student will be provided funds to go towards the cost of publication of their research. These funds will be allocated in increments of \$500 per year. These funds are to be used at the discretion of the PI/Co-PI. These funds must be spent before the one-year anniversary date of the student's graduation. **The funds can only be used for publications that specifically acknowledge support of the research by the Water SENSE IGERT grant.**

There should be a clear indication that the student was supported as an IGERT fellow on the publication. The recognition of IGERT grant support should be indicated in the authorship affiliation and in the acknowledgement section. Authorship should include the affiliation to the “Water SENSE IGERT Program.” For example:

Jane Doe
Water SENSE IGERT Program
Center for (if applicable)
Department of (if applicable)
[Student’s graduate program, if applicable]
University of California, Riverside

In the acknowledgment section, the following acknowledgement with the grant number must be provided: Research supported by National Science Foundation IGERT Grant No DGE-1144635, “Water Social, Engineering, and Natural Sciences Engagement.” If necessary, the title but not the number of the grant may be omitted in the acknowledgement.

Student Websites

The Water SENSE IGERT website will include a profile of each IGERT student. Students are encouraged to make the most of this opportunity. The website can include biographical information, photos, description of projects, and data. The Program Coordinator will be responsible for website updates.

Water SENSE IGERT Student Evaluation

The student fellows of the Water SENSE IGERT program are required to submit a research proposal and annual progress reports. Students who do not meet the expectations of the program will not be continued as Water SENSE IGERT fellows. An annual progress report is due **August 1 of Years 2 through 4** of graduate studies. . Additional reports may be requested at the Steering Committee’s discretion for internal monitoring of student progress. Students may have input from their advisors in the preparation of the progress report, but the document is to be produced by the student.

Water SENSE IGERT students must continue to meet the following program requirements:

Water SENSE IGERT students must establish a dissertation research project that that will advance knowledge/practice/policy/implementation of water sustainability. Immediately following advancement to candidacy, a dissertation committee must be formed that includes two co-major professors from the Water SENSE faculty roster, representing two separate disciplines of the Water SENSE Program.

It is the responsibility of the major/co-major Professor(s) of Water SENSE IGERT students to ensure that this requirement is met. If an IGERT fellow does not meet this expectation, the major/co-major professor(s) may be denied the opportunity to have future students funded by the Water SENSE IGERT program.

IGERT students will submit their research proposals to the IGERT Steering Committee.

Guidelines for the Water SENSE IGERT Project Proposal

Project proposals will be completed by each student as an expected step in the progression of their PhD program, based on their home program's timeline and in the style expected by that home program. Therefore, students will submit a proposal at a time appropriate to their program, and not by deadlines imposed by the IGERT Steering Committee. An electronic copy of the proposal must be submitted to the program coordinator and program director at the same time it is submitted to the student's home program, along with a cover letter highlighting how the proposed project connects to the IGERT should be included. The proposal should be written for their discipline rather than for water professionals.

Project proposals will be reviewed by the Steering Committee with feedback provided as necessary.

Annual Progress Reports

Progress Reports are due August 1.

The annual progress report will specifically address the progress towards the goals defined in the approved research project proposal. The progress report should be two to five pages (double spaced) and may additionally include figures and tables. The report should include citation of the literature, as appropriate. The progress report should be a list of accomplishments towards the project goals. Any proposed change in project goals will need to be explained and subsequently approved.

Along with the project report, the student will submit the **Water SENSE IGERT Annual Student Progress Report Form**. An important component of this form is a list of any posters, meeting presentations (meetings at UCR other than group meetings) or publications made by the student in which the work was reported and the Water SENSE IGERT program acknowledged.

The Steering Committee will use the Progress Reports, including the Annual Progress Report Form, to determine whether Water SENSE IGERT funding will be continued. The IGERT program may request an informal written progress report at any other time if the Steering Committee is concerned that a student is making inadequate progress to merit continued funding by the IGERT program.

Water SENSE IGERT Student Annual Progress Form

This form is to be submitted to the Water SENSE IGERT Program Office by **August 1** of each year of residence. The purpose of this form is to track student progress through their graduate program and the Water SENSE IGERT program. **Complete the form on your computer and submit the document file by email to the IGERT Program Director.**

Student name: _____ Date: _____ ID No.: _____
 Graduate program: _____ Anticipated graduation date: _____
 Academic year: _____ Qtr entered program _____ CGPA _____

First-year rotation faculty: _____
 Major professor in primary discipline: _____
 Major professor in secondary discipline: _____
 Water SENSE graduate courses taken (course number/date/grade): _____
 Retreat presentation title(s): _____
 Course/quarter of TAsip: _____

REU Student Mentoring:

Dates: _____ Name of student: _____ College affiliation _____

Water SENSE IGERT Sponsored Meeting Attended:

Meeting name: _____ Date: _____ Location: _____ Poster or Talk? _____

Qualifying Exam

Date completed (or anticipated) _____

Committee members:

(indicate Water SENSE IGERT
Steering Committee member)

Complete the following table for each year in residence that courses are taken:

Course Program – Year _____ (Enter: Course Number/Title/Grade)

Fall	Winter	Spring

IGERT Committees and Program Evaluation Procedures

Steering Committee

The Water SENSE IGERT Program Director, Dr. Atkinson, will be the primary contact for NSF and oversee all aspects of the program. The Steering Committee will be composed of the Director and the co-PIs. Each co-PI Steering Committee member will have oversight responsibility for one major program element (recruiting/retention, training, cohort team project, and evaluation); responsibility for these elements will rotate during the life of the Water SENSE IGERT program to ensure that each year's cohort research project is overseen by a committee member with subject matter expertise, and to distribute the workload. The Director will meet on an *ad hoc* basis with individual committee members to review functional elements of the program, and the committee will convene formally each quarter to hear reports and review/revise program policy. At each quarterly meeting the committee will also take up special topics, as follows: *Course Curriculum* and *Cohort Team Project* each fall; *Admissions* each winter; *Reviews of Fellow Progress* each spring; and *Program Evaluation* each summer. At least one member of the Steering Committee will serve as chair or member of the dissertation committee of every Water SENSE Fellow, so as to ensure uniform development and supervision of Fellows within and across disciplines.

IGERT Graduate Student Association (GSA) Representatives

Two elected IGERT students, elected for one year terms, serve as liaisons between the Water SENSE IGERT program faculty and the IGERT Fellows on programmatic issues. The IGERT GSA representatives will also organize student involvement in the Water SENSE IGERT activities (e.g. the invited speaker selection, hosting, and annual retreat, CHATs, etc.)

Program Evaluation

Guiding evaluation questions are based on the goals of the NSF IGERT program and will assess the broader impacts of this project on graduate students and the STEM community. Does this IGERT project:

- Facilitate interdisciplinary training of PhD students to become more efficient practitioners in the advancement of science?
- Develop collaboration and cultivate interaction between students and faculty of different academic departments?
- Improve students' leadership and communication skills to be able to relate scientific knowledge to the broader community?
- Increase and expand career opportunities for IGERT students?

- Increase the number of students from underrepresented groups who enter STEM fields?
- Strengthen the engineering and science departments by diversifying faculty and increasing the number and variety of interdepartmental course offerings?

Formative Evaluation Plan

Formative evaluation will assess the quality and implementation of the following project components:

- IGERT *Proseminar* course
- Weekly journal club
- Interdisciplinary team research project
- Collaborative relationships with industry, public and private agencies, and governmental organizations
- Outreach seminars and activities
- Biennial symposium
- Annual retreat

Participants will complete Likert scale and free response evaluation forms to assess the merit of each component. Analyses of response frequencies will be conducted to identify strengths and areas of improvement. Formative evaluation will be used to identify potential problems and seek solutions early during implementation of the project.

Water SENSE IGERT Faculty Roster (951) 827-last 4 digits

Name	Role	Dept/Org	Phone	E-mail
Atkinson, Peter	Co-PI. Steering Committee	Entomology/ Ctr for Disease Vector Research/ CNAS Dean's Office	x2-7289	peter.atkinson@ucr.edu
Yates, Marylynn	Co-PI. Steering Committee	Environmental Sciences/ CNAS Dean's Office	x2-3101	marylynn.yates@ucr.edu
Deolalikar, Anil	Co-PI. Steering Committee	Economics/Ctr for Sustainable Suburban Dev.	x2-2443	anil.deolalikar@ucr.edu
Gauvain, Mary	Director	Psychology	x2-4690	mary.gauvain@ucr.edu
Walker, Sharon	Co-PI. Steering Committee	Chemical & Environmental Engineering	x2-6094	sharon.walker@ucr.edu
Anderson, Michael	Faculty Participant	Environmental Sciences	x2-3757	michael.anderson@ucr.edu
Barndt, William	Faculty Participant	Political Science	x2-3361	william.barndt@ucr.edu
Cheng, Jason	Faculty Participant	Chemistry	x2-2702	quan.cheng@ucr.edu
Dinar, Ariel	Faculty Participant	Environmental Sciences/ Water Science & Policy Ctr	x2-4526	ariel.dinar@ucr.edu
Esterling, Kevin	Faculty Participant	Political Science	x2-3833	kevin.esterling@ucr.edu
Harvey, T.S.	Faculty Participant	Anthropology	951-286- 1323	tsharvey@ucr.edu
Lo, David	Faculty Participant	Biomedical Sciences	x2-4553	david.lo@ucr.edu
Matsumoto, Mark	Faculty Participant	Chemical & Environmental Engineering	x2-3197	mark.matsumoto@ucr.edu
McMullin, Juliet	Faculty Participant	Anthropology	x2-4366	juliet.mcmullin@ucr.edu
Mulchandani, Ashok	Faculty Participant	Chemical & Environmental Engineering	x2-6419	ashok.mulchandani@ucr.edu
Olds, Richard	Faculty Participant	School of Medicine	x2-4564	richard.olds@ucr.edu
Regan, Helen	Faculty Participant	Biology	x2-3961	helen.regan@ucr.edu
Walton, William	Faculty Participant	Entomology	x2-3919	william.walton@ucr.edu

Wilson, Emma	Faculty Participant	Biomedical Sciences	x2-4328	emma.wilson@ucr.edu
Wu, Laosheng	Faculty Participant	Environmental Sciences	x2-4664	laosheng.wu@ucr.edu

Water SENSE IGERT Fellow Roster Fall 2012 Cohort

Jessamine Quijano Microbiology Advisor: Sharon Walker
Dane Reano Microbiology Advisor: Marylynn Yates
Nuvia Saucedo Chemistry Advisor: Ashok Mulchandani
Kendra Webber Political Science Advisor: Kevin Esterling
Nathan Wittstruck Economics Advisor: Anil Deolalikar

Water SENSE IGERT Fellow Roster Fall 2013 Cohort

Michelle Chebeir Chemical & Environmental Engineering Advisor: Sharon Walker
Katie Curnyn Microbiology Advisor: Marylynn Yates
Alexander Dudchenko Chemical & Environmental Engineering Advisor: David Jassby
Daniel Harmon Psychology Advisor: Mary Gauvain
Kyle Harp Anthropology Advisor: Juliet McMullin
Wei Lucy Li Environmental Toxicology Advisor: Haizhou Liu
Juan Carlos Lopez Economics Advisor: Richard Arnott
Khadeejah Sani Chemical & Environmental Engineering Advisor: Mark Matsumoto
William Wehner Chemical & Environmental Engineering Advisor: David Jassby

Water SENSE IGERT Fellow Roster Fall 2014 Cohort

Miguel A. Garcia Environmental Science Advisor: Michael Anderson
Holly M. Mayton Chemical & Environmental Engineering Advisor: TBD
Melissa A. Morgan Chemistry Advisor: Jason Cheng
Katherine R. Muller Chemical & Environmental Engineering Advisor: David Jassby
Samuel D. Patton Environmental Toxicology Advisor: Haizhou Liu
Jaben R. Richards Environmental Science Advisor: Jay Gan
Stephen Drew Story Chemical & Environmental Engineering Advisor: Sharon Walker
Travis D. Waller Chemical & Environmental Engineering Advisor: Sharon Walker

IGERT Affiliate Centers and Graduate Programs

CENTERS	
Center for Sustainable Suburban Development (CSSD) Director, Ronald O. Loveridge Phone: x2-7830; Fax: x2-2619 URL: http://cssd.ucr.edu/index.html Administrative Assistant, Shayna Conaway (x2-7830) E-mail: shayna.conaway@ucr.edu	Center for Disease Vector Research (CVDR) Director, Peter Atkinson Phone: x2-4872; Fax: x2-3086 URL: http://cdvr.ucr.edu/ Administrative Assistant, Viramuny Chau (x2-2152) E-mail: viramuny.chau@ucr.edu

<p>Water Science and Policy Center Director, Ariel Dinar Phone: x2-2875; Fax: x2-4652 URL: http://wspc.ucr.edu/ Administrative Assistant, Carol O'Brien (x2-9772) E-mail: carol.obrien@ucr.edu</p>	
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PARTICIPATING DEPARTMENTS AND GRADUATE PROGRAMS	
<p>Anthropology Chair, Sang-Hee Lee Graduate Advisor, Juliet McMullin Phone: x2-5145; Fax: x2-5409 URL: http://anthropology.ucr.edu/# Graduate Assistant, Anna Wire (x2-5145/5445) E-mail: anna.wire@ucr.edu</p>	<p>CNAS Graduate Student Affairs Center Director, Kathy Redd Graduate Advisor, varies by program Phone: x2-4224; Fax: x2-5517 URL: http://cnasgrad.ucr.edu/ Graduate Assistant, Kathy Redd (x2-5621) E-mail: kathy.redd@ucr.edu</p>
<p>Biomedical Sciences Interim Chair, Monica Carson Graduate Advisor, Illhem Messaoudi Phone: x2-5705; Fax: x2-5696 URL: http://biomed.ucr.edu/ Graduate Assistant, John Herring (x2-2441) E-mail: john.herring@ucr.edu</p>	<p>Chemical & Environmental Engineering Chair, Nosang Myung Graduate Advisor, Sharon Walker Phone: x2-6094; Fax: x2-5696 URL: http://www.cee.ucr.edu/ Graduate Assistant, William Suh (x2-2859) E-mail: william.suh@ucr.edu</p>
<p>Chemistry Chair, Cynthia Larive Graduate Advisor, Ryan Julian Phone: x2-3958; Fax: x2-5696 URL: http://www.chem.ucr.edu/ Graduate Assistant, Christina Youhas (x2-7366) E-mail: christina.youhas@ucr.edu</p>	<p>Economics Chair, Aman Ullah Graduate Advisor, Marcelle Chauvet Phone: x2-1581; Fax: x2-3086 URL: http://economics.ucr.edu/ Graduate Assistant, Amanda Labagnara (x2-1474) E-mail: amanda.labagnara@ucr.edu</p>
<p>Entomology Chair, Richard Redak Graduate Advisor, Joseph Morse Phone: x2-5814; Fax: x2-3086 URL: http://www.entomology.ucr.edu/ Graduate Assistant, Melissa Gomez (x2-5597) E-mail: melissa.gomez@ucr.edu</p>	<p>Environmental Sciences Chair, Michael Anderson Graduate Advisor, Jiri Simunek Phone: x2-7854; Fax: x2-4652 URL: http://envisci.ucr.edu/ Graduate Assistant, John Herring (x2-2441) E-mail: john.herring@ucr.edu</p>
<p>Microbiology Director and Graduate Advisor, Wenbo Ma Phone: x2-4349; Fax: x2-5517 URL: http://microbiology.ucr.edu Graduate Assistant, Jammy Yang (x2-5688) Email: jammy.yang@ucr.edu</p>	
<p>Political Science Chair, Martin Johnson Graduate Advisor, Indridi Indridason Phone: x2-3889; Fax: x2-3933 URL: http://politicalscience.ucr.edu/ Graduate Assistant, Sara Palmer (x2-5597) E-mail: sara.palmer@ucr.edu</p>	<p>Psychology Chair, B. Glenn Stanley Graduate Advisor, Sonja Lyubomirsky Phone: x2-5041; Fax: x2-3985 URL: http://psych.ucr.edu/ Graduate Assistant, Faye Harmer (x2-6306) E-mail: faye.harmer@ucr.edu</p>

Appendix A - Research Allowance (S&E Funds)

Additional information:

The yearly research allowance is disbursed through the IGERT program office, not through the Fellow's graduate program department. For this reason any questions or problems regarding the use of these funds, including appropriate uses and transaction resolution, should be directed to the appropriate Water SENSE IGERT staff member. The best place to start is by contacting Michelle Bierman in the IGERT program office.

You will receive monthly statements of S&E funds via email from Michelle Bierman. These statements can help you plan for and track expenses. Be sure to review your statement and report any discrepancies in a timely manner. The policy for reporting errors is within four weeks of the statement issue date.

Where to go for help with:

See Michelle Bierman in the IGERT office for any purchasing, monthly statement, or IGERT administrative related questions.

FAQs:

Q: What should I do if I need to purchase a computer with my research allowance?

Contact Michelle Bierman to receive an Equipment Purchase Approval Form which needs to be completed before the computer can be purchased. You will need to work with Michelle to get a quote for the computer. The computer quote requires approval from the IGERT Director and your PI. Once your request has been approved Michelle will process the order. Do not purchase a computer on your own with the expectation of getting a reimbursement.

Q: The amount on my monthly statement doesn't match my records. Where can I get more details?

If you don't see a recent expense on your monthly statement, keep in mind that some transactions may take longer to appear on your statement than others. If you see an expense that you don't recognize see Michelle Bierman for details of the transaction.

Q: Can I be reimbursed for a research expense/supply which was paid out of pocket?

You can be reimbursed if:

- It is an allowable expense.
- It is not a computer/equipment purchase.
- You can provide original receipts.
- You request reimbursement in a timely manner.

You can take your receipts to Michelle Bierman for reimbursement.