**CREST CAChE Student Welcome**

Welcome to the CREST Center for Aquatic Chemistry and Environment (CAChE) at Florida International University. We are very excited to have you join our team! There are a few things that we want all new students to know about us and what it means to be a member of CREST CAChE. The following information is meant to explain our overall mission and expectations: both what we expect from you and what you can expect from us. **We ask that all students read the following information fully and carefully, and please keep this document handy for future reference.**

As you may know, our program is funded by the National Science Foundation: we are one of almost 30 NSF Centers of Research Excellence in Science and Technology (CREST Centers), and ours at FIU is the Center for Aquatic Chemistry and Environment (CAChE). The CREST CAChE research mission is to tackle environmental contamination by addressing the sources, transport, and transformation of pollutants, and to create data visualizations that can effectively convey our findings with the public and decision-makers. But our main focus is the education and professional training of you, our students, as you work towards completing your thesis/dissertation. We believe that this is your top priority as a student, and our job is to support you along the way.

*CREST for life!*

Now that you’ve joined the program you should consider yourself a permanent member of the CREST CAChE family. This means that you always have full and complete access to our faculty, staff, facilities, resources, and network, from now until you graduate and go off to bigger and better things!

That access includes the ability to apply for additional funding from us to help cover things like research supplies, software, and travel to conferences and/or workshops. You can find out more on our website, which you should definitely check out and become familiar with: [crestcache.fiu.edu](https://crestcache.fiu.edu/index.html). In particular you should look at our **Research** page for more information about all the work we do, and the **Products and Resources** page will have lots of useful info, such as the abovementioned *Application for Additional Funds*, found under Applications and Forms. We also have some field equipment that can be checked out, and we help with free printing of any posters on CREST-related work (see the acknowledgment guidelines for posters/presentations, which can also be found on the Products and Resources page).

**Required Documents and Information**

As a CREST CAChE student, there are a few things that we will need from you. Please review the following information carefully, as it applies to both new and current students:

* **All new students must complete the Responsible Conduct of Research (RCR) online training**, and email a copy of your official RCR completion report to [crestcache@fiu.edu](mailto:crestcache@fiu.edu). This is required at the start of the semester. You can find more instructions on the Products and Resources page, under Applications and Forms: [RCR Training](https://crestcache.fiu.edu/products-and-resources/RCR%20Online%20Training%20Instructions.docx)
* Along with the RCR certificate, all new students must also email a scanned copy of the [Eligibility Form](https://crestcache.fiu.edu/products-and-resources/crest-participant-eligibility-form-2018.docx) (also under Applications and Forms) to [crestcache@fiu.edu](mailto:crestcache@fiu.edu).
* If you are not yet listed among our Students on the About page, please send a short bio about yourself and your research interests (2-3 sentences) as well as a headshot to Brad Schonhoff ([bschonho@fiu.edu](mailto:bschonho@fiu.edu)) at your earliest convenience. See examples here: [Graduate Students](https://crestcache.fiu.edu/about/students/index.html)

**Student Expectations**

*For all students, there are a few regular activities in which we ask for everyone’s participation:*

1. **CREST CAChE Journal club –** “Journal Club” is a chance for us to get together with all students and postdocs on a regular basis in Fall and Spring semesters. During these informal sessions we cover any issues and/or needs that you may have in your work and research, and discuss opportunities for professional development and other collaborations. This is a great way to meet fellow students/postdocs and learn about the kinds of work everyone is doing, and you can also propose workshops or trainings that you would like to have included in a future session. **We expect all CREST CAChE students to attend these meetings**: they are casual and meant to benefit you. Meetings will typically take place in OE-112 for students on the Modesto Maidique Campus, and in AC1-331 for those on the Biscayne Bay Campus – we will set up video conference calls so that students on both campuses can participate remotely. The exact days/times will be determined at the start of each semester, so please stay tuned!
2. **CREST CAChE ALL Hands Meeting** – Each Spring, we hold our annual All Hands Meeting, during which we present on the past year’s activities and plan ahead for future work. For this, you will be asked to do the following:

* In advance of the All Hands Meeting we will need to submit our annual reports to NSF, which includes information from each of our students on CREST-related work they’ve done over the past year. At the beginning of each Spring semester we will ask each student to provide information on their project and work from the past year, including:

*Project Title, Project Description, Products, Activities, Significant Results, Dissemination*.

* Each student will also need to prepare a poster to present during a session of the All Hands meeting. We understand that everyone will be entering at different stages in their degrees and not everyone will have much data to report on by that point, and we’ve created a poster template to help with this. This is just to provide a guide, and the sections/headings of your poster can be edited to include “Preliminary Data” or “Expected Results” as necessary. The only required items are found along the bottom section of the template, including logos and acknowledgment text: [see template here](https://crestcache.fiu.edu/products-and-resources/crest-cache-student-poster-template-2019.pptx).

1. **Publication info –** For all publications, the following acknowledgement text is required:

"*This material is based upon work supported by the National Science Foundation under Grant No. HRD-1547798. This NSF Grant was awarded to Florida International University as part of the Centers of Research Excellence in Science and Technology (CREST) Program*."

Since CREST is part of the Southeast Environmental Research Center (SERC) at FIU, you must also contact Dr. Piero Gardinali ([gardinal@fiu.edu](mailto:gardinal@fiu.edu)) to get a publication number and add:

“*This is contribution number ### from the Southeast Environmental Research Center in the Institute of Water and Environment at Florida International University*”.

1. **Data Requirements –** All students receiving support from CREST CAChE are required by NSF to house some data from their project onto a secure data repository with the Center. There is a [User Manual](https://crestcache.fiu.edu/products-and-resources/crest-data-repository-manual.pdf) with more info available for viewing under Documents on the Products and Resources page, and we will also hold a training in the Fall for all CREST participants on how to properly upload their data and metadata.

**Social Media**

CREST CAChE is also connected through LinkedIn as well as Facebook and Twitter! **We ask that everyone please join our LinkedIn group** (search for the CREST CAChE group and request to join) so that we can stay connected at FIU and beyond. You can also follow us on social media (Facebook and Twitter) @CRESTCAChE, where we post regular updates on our students’ work and Center activities throughout each semester. And if you’d like to get some footage of your field work and/or lab work, we’d be more than happy to help arrange to take photos and video – just send Brad an email at [bschonho@fiu.edu](mailto:bschonho@fiu.edu).

If you have any questions about this or other CREST-related matters, please feel free to send an email to [crestcache@fiu.edu](mailto:crestcache@fiu.edu) or call 305-348-3594. And please hold onto this document for future reference. We will keep you updated on these and other CREST activities throughout the semesters.

Thank you for your attention, we look forward to working with you!

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The CREST CAChE Team