# The Teaching and Learning Center logo featuring a blue tree with gold leaves and the words Teaching and Learning Center

# Set Yourself Up for Scholarship Certificate

Research studies do not happen organically. They take planning and structure. This certificate program gives you the structure you need to have scholarship as a key component of your week.

### Structure Time

Since scholarship makes up 10-20% of your contract, it should take 10-20% of your time. If you work a 40-hour week, that would be 4-8 hours per week. For many of us, the demands of the classroom seem to take up much of that time. That is why Scholarship of Teaching and Learning (SoTL) is the best way for teaching-focused faculty to engage in research. By studying the work that we do in the classroom, we get to prepare our courses and conduct research at the same time!

Start by scheduling time on your calendar to read journal articles, create research projects, gather data, and write the results. Use a color-code structure to distinguish the times that you are doing research on your calendar. When we schedule time on the calendar, the task is more likely to be completed.

To complete this step for the certificate, go into your calendar and block off 2-8 hours for research in the week. Print a PDF of one week of your calendar and submit that in Qualtrics with the rest of your documents.

Steps:

1. Go into your Outlook calendar on the Outlook app on your desktop
2. Select a week that shows the time you have set aside for research (color-coded is best!)
3. Select File on the top left
4. Select Print on the left-hand side
5. Select Adobe PDF as the printer
6. Select Weekly Calendar Style
7. Hit Print

[Video Tutorial for printing the calendar](https://calbaptist.mediaspace.kaltura.com/media/Print+CalendarA+Setting+Up+for+Scholarship+Certificate/1_d0fapm2l)

### Google Scholar

Google Scholar is a top-notch way to find articles quickly. You can also use it to share what you have written with others in an easy way. Additionally, there is a library that you can use to capture articles. Google Scholar is what you should use when you are perusing articles and determining your areas of interest. There are better tools to use once you are ready to start your research project but get started here.

* Start a Google Scholar account. [Video Tutorial](https://calbaptist.mediaspace.kaltura.com/media/Google+Scholar+AccountA+Setting+up+for+Scholarship+Certificate/1_dewj4tpr)
* Add articles that you have written to your profile

[Print your Google Scholar Profile](https://calbaptist.mediaspace.kaltura.com/media/Printing+Google+Scholar+AccountA+Setting+up+for+Scholarship+certificate/1_061h5sdf) and submit in Qualtrics for the certificate.

### Research Gate

Like Google Scholar, Research Gate is a place you can go to find articles. However, there isn’t the handy label feature that Google Scholar has, which is a limitation. Instead, Research Gate is good for finding researchers who are publishing in your interest area and for promoting your own work. Set up a Research Gate profile and start to develop that scholarly identity by engaging with others.

Go to Research Gate here: <https://www.researchgate.net/>

Select “Join for free” on the top right and complete the sign-up information.

Print a PDF of your ResearchGate profile ([tutorial](https://calbaptist.mediaspace.kaltura.com/media/Printing+ResearchGateA+Setting+up+for+scholarship+certificate/1_uc7b08lt)) and submit it in Qualtrics.

## Register for an ORCID ID

Many publications require that you have an ORCID ID to publish. This is also a sign that you are joining the research community. It is free and easy to register.

<https://orcid.org/>

## CITI Certification

Human Subjects training is required by all Internal Review Boards (IRBs). The CBU IRB requires CITI certification, and it is free. You will need the “Social-Behavioral-Educational Researchers” certification for SoTL and social science research. If you are doing biomedical research, there is another training for that. The CITI Certification training takes approximately 12 hours to complete. Use the time you set aside on your calendar for research to complete the certification. It is good for three years.

Find the directions on the [IRB page for CBU.](https://insidecbu.calbaptist.edu/ICS/Provost/Research__Scholarship/IRB_Forms_and_FAQ.jnz)

[CITI Certification Directions](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/insidecbu.calbaptist.edu/ICS/icsfs/CITI_Login_Instructions_2019.pdf?target=14317cf4-a943-403e-9465-b93483274e7b)

[CITI Certification sign up](https://calbaptist.app.box.com/s/po6o5nxf1ph1lfrkothrjosofaelml5p)

## Get the Certificate

Once you have all the documents ready, you can go to the Qualtrics survey and submit your documents. Email the TLC at [tlc@calbaptist.edu](mailto:tlc@calbaptist.edu) to let us know that you have completed the Setting Yourself Up for Scholarship Certificate, and we will send you your certificate.

Upload your documents here: [Set Yourself Up for Scholarship Certificate Qualtrics](https://calbaptist.az1.qualtrics.com/jfe/form/SV_d0A9NoPHvqjvOia)