REU (Research Experience for Undergraduate Students)

Proposed New Process

What is a REU Student?

- Student participating in a REU (Research Experience for Undergraduate Students) program during the summer.
- Specific REU program defines a REU student and type of payment.
- True REU programs are funded by NSF or other Federal Agencies.
- The stipend paid to REU students is not a salary or wage for work performed.
- Closely mentored independent research setting.
REU Student Types at Mines

- Mines’ Students
  - MINES’ STUDENTS
  - PAID
    - Grants
    - Fellowships
    - Faculty research Development Accounts
    - Departmental Accounts
  - NON-PAID
  - RESEARCH HOURLY
    - HR Research Hourly Form
    - Paid through time sheet
    - System Access: No problem
  - NON-RENUMERATED
    - Non-renumerated Research HR Form
    - System Access: No problem

REU Student Types at Mines

- **External Students (Old Process)**
  - PAID
    - Grants
    - Fellowships
    - Faculty research Development Accounts
    - Departmental Accounts
  - NON-PAID
    - Research Vendors
      - Paid through Voucher Requests and Fellowship Acceptance Form
    - Research Hourly
      - HR Research Hourly Form
    - Non-remunerated
      - Volunteers or students paid by other country or institution
      - HR Research Non-remunerated contract/Visiting Scholars
    - System Access: No problem

- **External Students (New Process)**
  - PAID
    - Grants
    - Fellowships
    - Faculty research Development Accounts
    - Departmental Accounts
  - NON-PAID
    - Visiting Students
      - Paid through fellowships (Financial Aid)
      - Paid through REU Implementation Form and Acceptance Form
    - RESEARCH HOURLY
      - HR Research Hourly Form
      - Paid through time sheet
    - System Access: Train, student, library, internet access
  - NON-REMUNERATED
    - Volunteers or students paid by other country or institution
      - HR Research Non-remunerated contract/Visiting Scholars
    - System Access: No problem

REU Process

- Mines’ areas involved:

- Key Shop
- Registrar
- Payroll
- ORA
- Academic Affairs
- Library
- Academics
- CCIT

Actual REU Process Challenges

- External REU Students had to be set up in Banner as vendors for payment.

- External REU Students would not get the access needed in a timely manner.

- External REU Students would not be in the system to get building access.

- CCIT would have to invest a lot of time to figure out who these students were and what access to give.

- Lack of information to get students in the system.
Actual REU Process Challenges

- Difficult for Research Centers and Departments to track steps in the process.
- Not one point of contact.
- No easy way to know how many REU Students on campus at any time.

Actual REU Process for Mines’ Students

Paid Students:

(Grants, Fellowships, Faculty Research Development Accounts, or Departmental Accounts)

- **Fellowship:**
  - Fellowship Implementation Form. Paid through Financial Aid.
  - HR Form submitted at Student Forms and Routed through ORA.
  - System Access: Granted when HR Form is processed.

- **Research Hourly:**
  - HR Research Hourly Form.
  - Paid Through time sheet.
  - System Access: Granted when HR Form is processed.

Process remains the same for Mines’ paid students.
Actual REU Process for Mines’ Students

Non-Paid Students:

- **Non-remunerated**
  - Non-remunerated Research HR Form.
  - System Access: Granted when HR Form is processed.

*Process remains the same for Mines’ non-paid students.*

REU Proposed Process for External Visiting Students
(Changes in the Admissions and Registration Processes)

Paid Students:
(Grants, Fellowships, Faculty Research Development Accounts, or Departmental Accounts)

- **Fellowship:**
  - REU Fellowship Implementation Form.
  - Paid through financial aid with a direct deposit to the student trailhead account.
  - 1098-T Form will be issued as any other fellowship.
  - List of appropriate INDEXES will be provided to the office of Financial Aid for external REU students.
  - Fellowship Implementation Form submitted at REUforms@mines.edu and Routed through AA and ORA.
  - System Access: Granted when Form is processed.
Rejected Proposed Process for External Visiting Students

**Research Hourly:**
- HR Research Hourly Form.
- Paid Through time sheet.
- System Access: Granted when HR Form is processed.

**High School Students:**
- HR Research Hourly Form.
- Paid Through time sheet.
- System Access: Granted when HR Form is processed.

*Process remains the same for external visiting Research Hourly and High school students.*

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**REU Proposed Process for External Students**

*(Changes in the Admissions and Registration Processes)*

**Non-Paid Students:**
- Non-Remunerated
- Non-remunerated Research HR Form.
- System Access: Granted when HR Form is processed.

*Process remains the same for external Research Hourly and High school students.*
Step by Step REU New Process

1. Identify type of REU.

2. If it is not a Visiting Student “true” REU, then follow process as usual.
   - HR Research Forms
   - HR Non-remuneration Forms.
   - Mines’ Fellowship or HR Research Forms.

3. Go through the specific application-selection process depending on Center, Department or Faculty Member inviting students.

4. When REU students are identified and accepted the following steps should be followed.

5. Send the filled and signed Research Education for Undergraduate Students Fellowship Acceptance Form to REUforms@mines.edu (Academic Affairs).
REU Fellowship Acceptance Form

Research Education for Undergraduate Students Fellowship Acceptance Form

Student Name __________________________
(Please Print)

Tax (Permanent)Street Address, Suite or Apt
City, State Zip Correspondence Email Address

Colorado School of Mines is pleased to offer you a spot in the ________ Research Education for Undergraduates
(Year of Award)
Program in the ________ department/research center. Mines received several hundred applications and we were
very impressed with your academic record, personal statement, and letters of recommendation.

This fellowship is paid to REU participants to further the education and training of the recipient in a closely monitored independent
research setting. The focus of this REU Program is on the research experience provided and is not based on results or specific
outcomes. Participants are responsible for determining their own research schedules within the parameters of building access and
mentor availability. The fellowship payment is not a salary or wage for work performed and employment status is not intended.
Because REU participants are not employees of Colorado School of Mines, you are not eligible for employee benefits and any direct
work products required by grants or sponsored research projects are not expected. Further payments can be discontinued if the
participant withdraws from the program.

_______ has been assigned as your mentoring project lead, and you will be working in the ________
(Faculty Mentor)
lab/research center.

You will receive a total fellowship award of $________, which will be paid in one installment of $_______ scheduled to be
paid within a week of your arrival.

The REU program at Colorado School of Mines lasts for ___ weeks, beginning ________ through ________.
(Program Start Date) (Program End Date)

The program will cover the following additional expenses:

☐ Housing $________
☐ Air Travel to Denver International Airport
☐ Up to $________

REU participant signature: ____________________________ Date: __________________

To accept this offer, you must sign and date this document and return it to our office by _________________. If you accept this offer
please also fill out a REU registration request form online at: https://mines-uga-edu-18br.net/survey/76b-145. Please let us know if
you have any additional questions or concerns.

Sincerely,

[Department Representative]

[Title]

[Phone]

[Email]
Step by Step REU New Process

6. When prospect student signs this form, he/she will be asked to fill out the REU Registration Request Form at https://mines-uga.edu.185r.net/survey/?id=141

Admission’s REU Registration Request Form

Form’s location: https://mines-uga.edu.185r.net/survey/?id=141
Admission’s REU Registration Request Form

Step by Step REU New Process

7. Students and Academic Affairs (AA) will get a notification of completion of the REU Registration Request Form.
Confirmation Message from Admissions

Student and AA will receive a confirmation email from admissions after completing the REU Registration Request Form.

Step by Step REU New Process

8. AA will notify Admissions to enter the student information in Banner if the Signed REU Fellowship Acceptance Form is already on file.

9. A CWID number will be assigned to the student and Admissions will enter the student information in Banner.

10. AA will provide the CWID number to the Department/Center/Faculty member and REU Fellowship implementation form should be created and sent to REUforms@mines.edu.
8. AA will notify Admissions to enter the student information in Banner if the Signed REU Fellowship Acceptance Form is already on file. REU student will be registered in a 0 credit no tuition course.

9. A CWID number will be assigned to the student and Admissions will enter the student information in Banner.

10. AA will provide the CWID number to the Department/Center/Faculty member and REU Fellowship implementation form should be created and sent to REUforms@mines.edu.
Step by Step REU New Process

11. AA will receive the REU Fellowship Implementation Form and will route it to ORA for Approval.

12. When returned to AA with ORA approval, AA will route it to Financial Aid to add funds to student’s trailhead account.

13. A letter will be sent out to REU Visiting Students with instructions for account setup before their arrival.

14. CCIT will give access to REU Visiting Students.
   - Trailhead
   - Library
   - Rec Center (not paid for)
   - Housing (amount discounted from account)
   - Blastercard
   - Building Access
   - Internet Access
Thank You!