



# RESEARCH EXPERIENCES FOR UNDERGRADUATES

03/05/2021

REU TEAM

GRADUATE COLLEGE

**I** ILLINOIS GRADUATE  
COLLEGE

# RESEARCH EXPERIENCE FOR UNDERGRADUATES

University of Illinois  
Urbana - Champaign

# FALL, SPRING AND SUMMER

# REU Requirements

- Primarily educational in nature
  - Project should be well-defined and engaging; should provide an introduction to the graduate school experience
  - More than simply “scut work” (i.e., tedious, menial work, like washing glassware)
  - Participants should “get more than they give” (i.e., not simply hourly pay for research assistance)
  - “Closely mentored independent research” as part of student training
  - Staff resources should be dedicated to ensuring a positive research experience beyond mere supervision of the research product

# REU Requirements

- Funded research training experience
  - Should include a modest stipend (as determined by department and/or grant award terms), housing, transportation to and from the site, and may include arrangements for food and any necessary expenses
  - Any costs associated with the research should be provided by the program as determined by REU department (i.e., lab materials, access to lab facilities, etc.)

# REU Requirements

- Professional development activities
  - Program should include experiences for students to learn about their field of study
- May include:
  - field trips to labs or industry
  - research ethics seminars
  - research writing and presentation workshops
  - faculty research presentations
  - field training

# REU Requirements

- End-of-program product
  - Program should include a well-defined beginning and end
  - Should include an end-of-summer/fall/spring presentation on the students' progress or product
  - Program should provide a clear “takeaway” product in the form of a paper, presentation, or poster, for use on CV or resume

# Incomplete List of REU Programs

≡ MAIN MENU

REU PROGRAMS

[REU Programs at Illinois](#)  
[REU Fellowship Requirements](#)

**[List of REU Programs](#)**

[Download REU Information Form](#)  
[FAQ](#)  
[Contact Us](#)

## LIST OF REU PROGRAMS AT ILLINOIS

### Incomplete List of REU Programs

- [CICOM REU \(REACH\)](#)
- [Frontiers in Biomedical Imaging \(REU\)](#)
- [Illinois Materials Research Science and Engineering Center Research Experience for Undergraduates \(I-MRSEC REU\)](#)
- [Illinois Space Grant Consortium – Undergraduate Research Opportunities Program \(UROP\)](#)
- [New Laws of Wave Propagation in Materials and Structures](#)
- [Phenotypic Plasticity Research Experience for Community College Students \(REU\)](#)
- [Physics Research Experience for Undergrads](#)
- [Power Optimization of Electro-Thermal Systems Research Experience for Undergraduates \(POETS REU\)](#)
- [School of Molecular & Cellular Biology Summer Research Program](#)
- [Summer Research Opportunities Program @ Illinois](#)
- [Summer Undergraduate Research Experience in Toxicology \(SURE Tox R25\)](#)
- [Wildlife Engineers: Co-managing Agriculture and Nature \(WECAN USDA AFR1\)](#)

Please contact [reu-programs@illinois.edu](mailto:reu-programs@illinois.edu) to be added, removed, or edit a listing for your REU.

#### CONTACT INFORMATION

The Graduate College  
507 East Green Street  
Suite 101, MC-434,  
Champaign, IL 61820  
USA

#### GENERAL INFORMATION

About the Graduate College  
Mission Statement  
Graduate College Deans  
Our Committees

#### FEATURED RESOURCES

Assistantship Clearinghouse  
Fellowship Finder  
GradCAREERS  
GradFELLOWSHIPS

#### QUICK LINKS

Data Tools  
Find a Form  
Submit a Form  
Petition/Record Requests





# Mentoring Workshops and Certificate

- <https://grad.illinois.edu/faculty/mentoring>
- Upcoming workshops for faculty and graduate students
  - Mentoring: Developing Your Philosophy & Approach (4/8/21)
    - <https://calendars.illinois.edu/detail/3695?eventId=33401568>
  - Mentoring: Starting Off Strong (4/15/21)
    - <https://calendars.illinois.edu/detail/3695?eventId=33401569>
  - Mentoring: Navigating & Troubleshooting the Mentoring Relationship (4/22/21)
    - <https://calendars.illinois.edu/detail/3695?eventId=33401571>
- Mentoring Certificate for graduate students or postdoctoral scholars
  - Requirements:
    - Complete 4 hours of mentorship training
    - Mentor a student one-on-one for at least 40 hours
    - Mentoring Philosophy Statement and Reflections

# GOALS

To bring Urbana-Champaign Campus into compliance with Funders', University's, and the State's policies and procedures, and IRS rules, and provide Urbana-Champaign Campus with a standardized process.

# Responsibilities – Graduate College

- Process monthly stipend payments for all REUs at UIUC
- Provide guidance on completing REU Information Forms
- Provide guidance on campus policies and procedures regarding REUs
- Coordinate insurance payments

# Responsibilities – Graduate College

- Ensure participants complete lab training by the REU departments' stated date
- End stipend payments at request of REU departments, and when students are not in compliance with lab training

NOTE: All Graduate College summer 2021 programs will be on-line.

# Responsibilities - Departments

- Advertise programs
- Select students to participate in the programs
- Complete REU forms for each of their participants
- Submit Offer and Accept letters (emails) simultaneously with REU Information Form, and send a list of all their participants to [reu-programs@illinois.edu](mailto:reu-programs@illinois.edu) (the Graduate College)
- Follow funder's terms and conditions

# Responsibilities - Departments

- Ensure all participants have completed lab/field safety training
- Ensure lab(s) and equipment are in compliance with Federal, State, and University safety requirements
- Ensure participants are insured if participating in a lab

# Requirements

- Ensure REU forms are completed correctly (e.g. UINs, students' status, Award Period must match the period of stipend payments)
- Ensure REU Information Form is submitted prior to Award Period Start date
- Offer and Accept letters must be submitted along with REU Information Form to the Graduate College via PEAR application as noted on the form
- Students are responsible for completing New Hire Forms in a timely manner, as their completion is required to begin their stipend payments

# Requirements (cont.)

- If a revision to a previously submitted REU Information Form is necessary, the department **MUST** indicate in the comment area “**REVISED FORM**,” then send the revised form to the Graduate College via PEAR application
- **REU departments are responsible for reconciling their own REU account statements**



# CONTACTS

- REU Program Contact:
  - Gabriela Vargas, [gvargas2@illinois.edu](mailto:gvargas2@illinois.edu), 217-244-3154
  - Renee Hart, [jrhart@illinois.edu](mailto:jrhart@illinois.edu), 217-300-7747
- Stipend Payment Contact:
  - Deb Tiedemann, [dtiedemn@illinois.edu](mailto:dtiedemn@illinois.edu), 217-300-0309
  - Jane Gomez, [fgomez@illinois.edu](mailto:fgomez@illinois.edu), 217-333-9390

# Other Resources

- REU FAQs:

- <https://grad.illinois.edu/budget/reu>

- Job Aid:

- How to complete REU forms

<https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/budget-reu-form-instructions.pdf>

<https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/budget-reu-form.pdf>

- NSF Resources

# The NSF Research Experiences for Undergraduates Program

Sarah Lorbiecki  
Sponsored Programs Administration  
March 5, 2021

# The NSF REU Program



Supports the active participation of undergraduate students in science, engineering, and education research



Expectations for REU Projects:

Involve students in meaningful ways

Feature high-quality interaction with faculty and other research mentors

Provide access to facilities and professional development opportunities



REU students are **NOT** employees

REU students are paid a **stipend** for participating in a **training program**

Undergraduate student employees are paid **wages** for **work**

# Student Eligibility

- Must be U.S. citizens, U.S. nationals, or permanent residents of the United States
- REU students must be undergraduates
  - May be UIUC students or from outside institutions
  - Students must be enrolled in a degree program (part-time or full-time) leading to a baccalaureate or associate degree
  - Students transferring from one institution to another, but who are enrolled at neither during the intervening summer, may participate
  - High school graduates who have been accepted at an undergraduate institution but have not yet started their undergraduate studies are eligible
  - Students who have completed their bachelor's degree and are no longer enrolled as undergrads are typically not eligible to participate

# REU Sites & Supplements

## REU Sites

- Independent Proposals
- Typically 3 years in duration
- Support 8 – 10 (or more) students per year

## REU Supplements

- May be included as a component of a new proposal or requested under an ongoing NSF-funded grant or cooperative agreement
- Typically supports 1 or 2 students per year

# Budget Guidelines for REU Sites

- Focus must be on the student experience
- Project costs must be predominantly for student support
  - Participant Support Costs (PSC)
    - Student Stipends – approximately \$600/student/week
    - Housing & Meals
    - Travel & Conference Registration Fees
    - Laboratory Use Fees
  - PI Salary – typically limited to no more than 1 month per year for administering & coordinating the REU Site program
  - Limited travel for project personnel – to enhance students' professional development
  - Costs for entertainment, amusement, diversion, and social activities are unallowable
  - Students cannot be charged an application fee

# Budget Guidelines for REU Supplements

- Typically fund 1 or 2 students per year
- \$6,000 per student per year is typical
- Funding is awarded as Participant Support Costs and typically covers:
  - Student stipends – approximately \$600/student/week
  - Housing & Meals
  - Travel & Conference Registration Fees
  - Laboratory Use Fees



# Participant Support Costs

## Participant Support Costs (PSC) Definition:

Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects ([2 CFR 200, Subpart A, §200.75](#)).

- Separate Banner is fund set-up for REU costs awarded as Participant Support Costs
- No F&A Assesses on PSC expenses
- Items like incentives, gifts, souvenirs, t-shirts and memorabilia are typically unallowable
  - When deemed necessary, these items must be explicitly budgeted and justified
  - Such costs will be closely scrutinized by NSF

# Participant Support in Banner

Typical Participant Support Costs - Charge to a Designated PSC Fund	Non-PSC Expenses - Charge to a Non-PSC Fund
Stipends for REU Students	Salaries – PI, GRA, Postdocs, etc.
Lodging & Subsistence Allowances for REU Students	PI / Employee / Collaborator Travel Costs
Laboratory Use Fees	Speaker Travel & Honoraria
Participant Travel – airfare, ground transportation, lodging, per diem, conference registration fees	Conference or Workshop Catering
	Conference Room Rentals & AV Fees
	Supplies – folders, name badges, display boards, printed materials, research supplies, etc.

# NSF REU Resources

- NSF REU Program Webpage  
[https://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5517&from=fund](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517&from=fund)
  - Includes proposal deadlines, contact information, and links to access recently funded project abstracts & details
- NSF REU Program Solicitation [19-582](#)
- Participant Support Costs
  - Uniform Guidance – Definition ([2 CFR 200, Subpart A, Section 200.75](#))
  - NSF Policy – Proposal & Award Policies & Procedures Guide, [Chapter II, Section C.2.g\(v\)](#)

# Contact Information

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*Thank You!*

Questions ?