



COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

REU (Research Experience for Undergraduate Students)

Proposed New Process

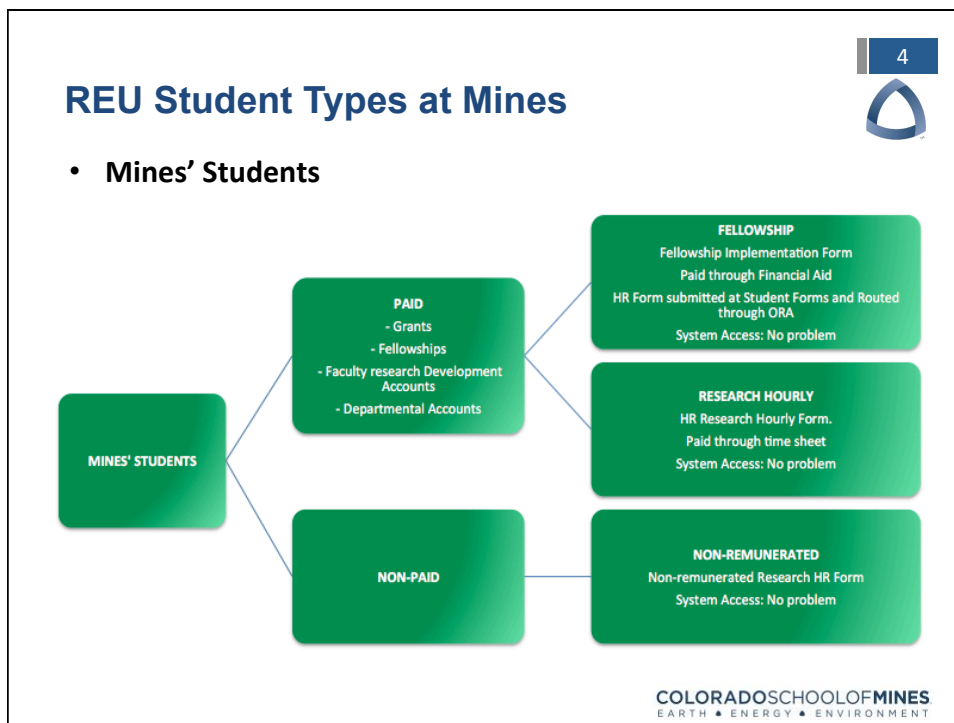
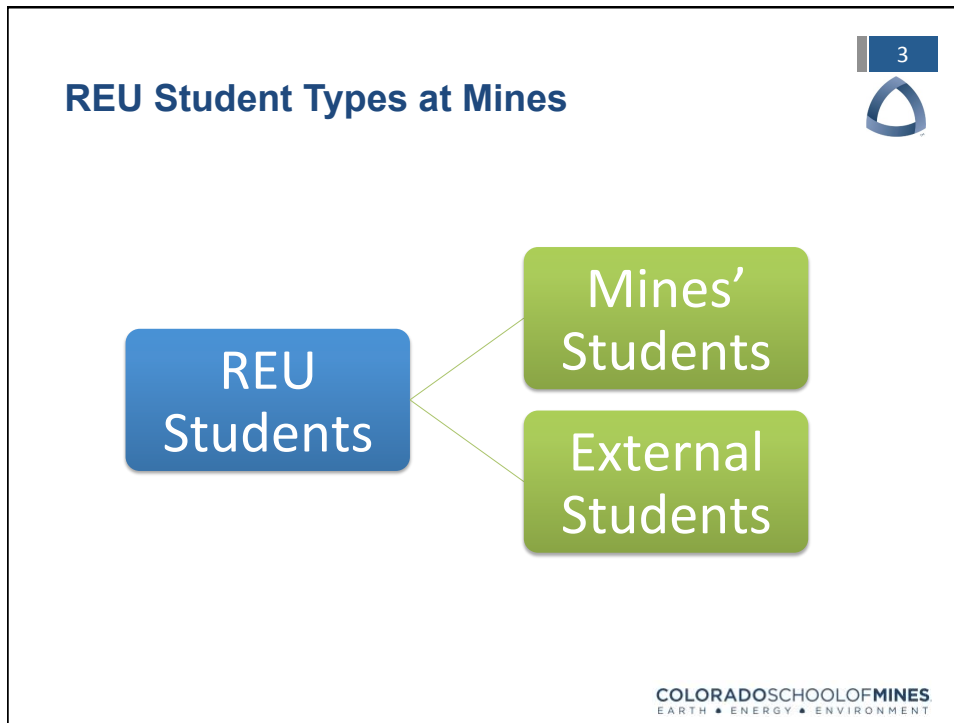
2

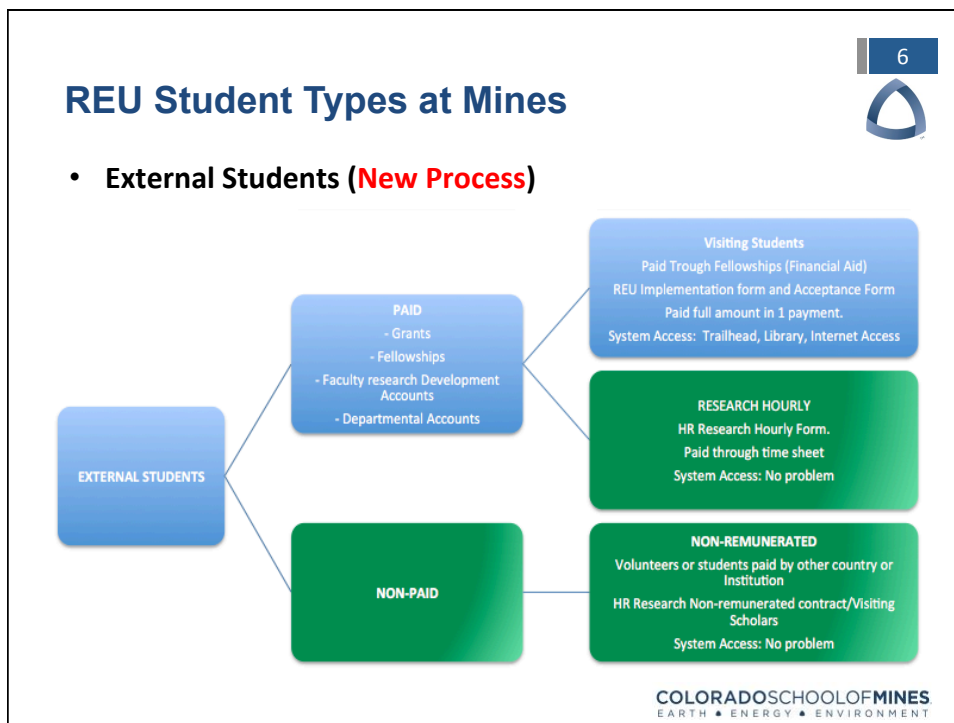
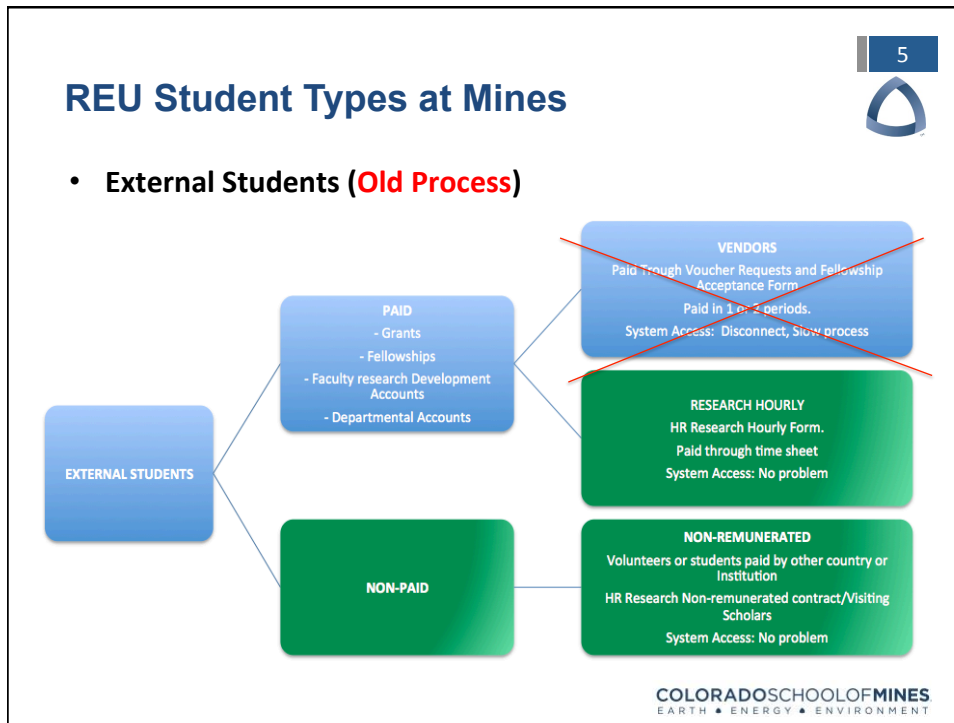


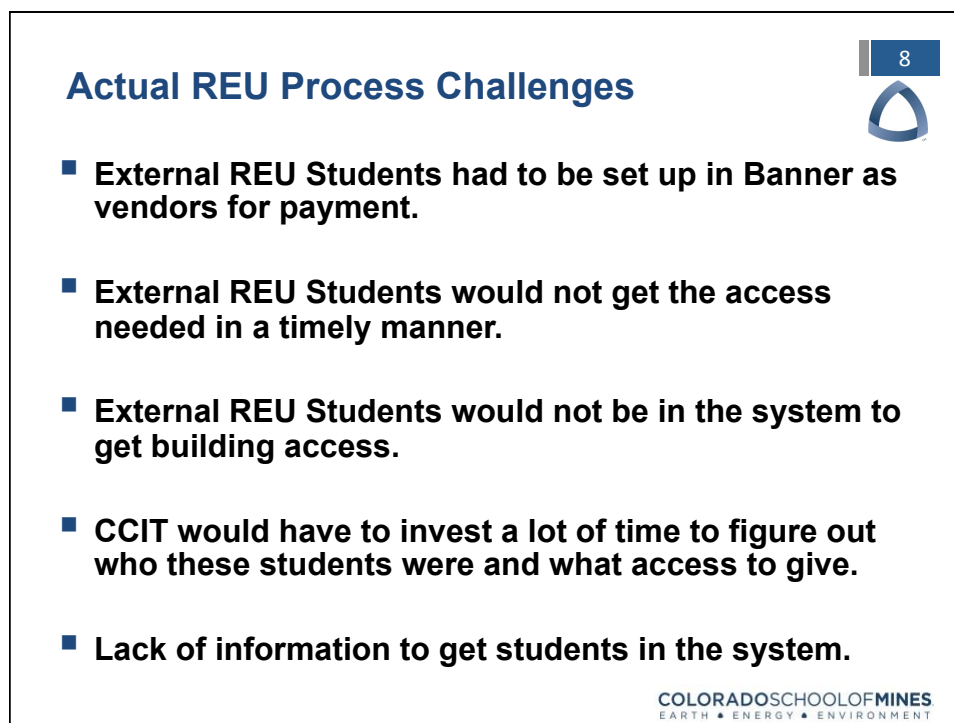
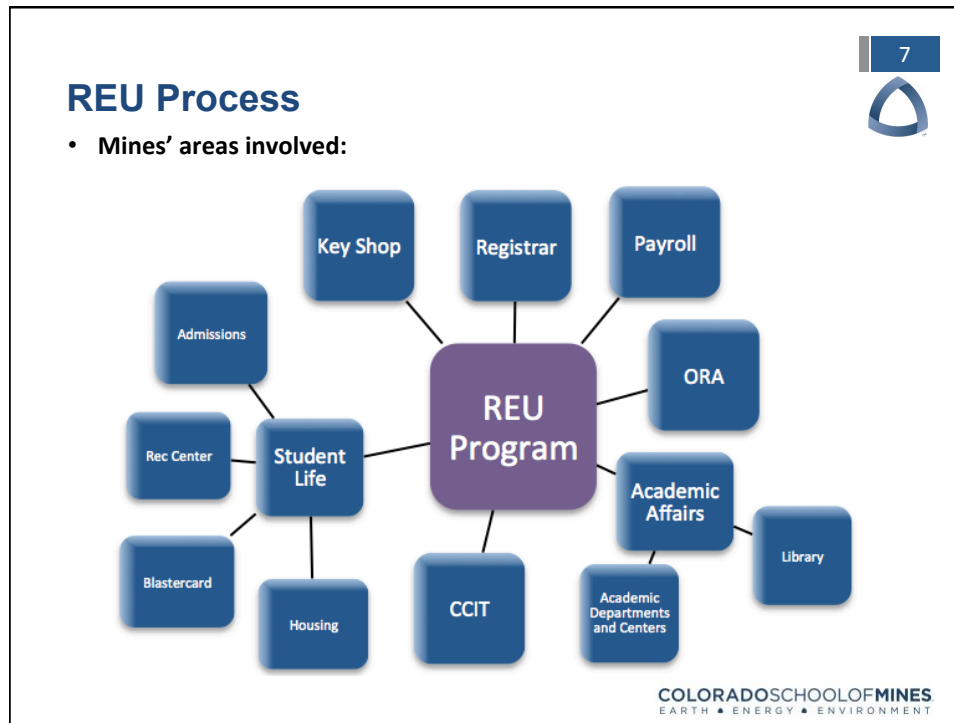
What is a REU Student?

- 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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT







Actual REU Process Challenges

9



- 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.



COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

Actual REU Process for Mines' Students

10



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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

Actual REU Process for Mines' Students

11



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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

REU Proposed Process for External Visiting Students

12



(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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

REU **Proposed** Process for External Visiting Students

13



- **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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

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

14



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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

15

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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

16

Step by Step REU New Process



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).



COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

17

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 mentored 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.

18

REU Fellowship Acceptance Form

You will receive a total fellowship award of \$ _____, which will be paid in one installments 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.185r.net/survey/?id=141>. Please let us know if you have any additional questions or concerns.

Sincerely,

(Department Representative)

(Phone)

(Title)

(Email)

Step by Step REU New Process

19



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>



COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

Admission's REU Registration Request Form

20



Form's location:
<https://mines-uga.edu.185r.net/survey/?id=141>

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

Admission's REU Registration Request Form



Ethnicity: Do not want to report
 Hispanic
 Black or African American
 Caucasian or White
 American Indian or Alaskan Native
 Asian
 Native Hawaiian or Other Pacific Islander
 Non-Resident Alien (International)

*Marital Status:

*Student Birthdate: year month day

*Student Age:

*Student Birth City:

*Student Birth State:

*Student Birth Country:

*Student Citizenship:

Social Security Number (SSN):

*Course Registration:

Academic Department or Research Center you will be working with:

COM REU Faculty Mentor:

ELECTRONIC SIGNATURE
 Please carefully review your registration request form before clicking submit:
 I certify that the information on this registration form is complete and correct, and I understand that the submission of false information is grounds for denial of my request to register, cancellation of enrollment, or any appropriate corrected action. I authorize Colorado School of Mines to verify the information I have provided with all of the schools that I have attended. I agree to notify the proper officials of the institution of any changes in the information provided.

* I agree with the statement above.
 Your electronically printed name in this box will indicate your signature to all of the above information.

*Legal Name:

*Date of Submission:

All notifications will be sent to the email address you provided above.

© 2015 Colorado School of Mines | [Home](#) | [About](#) | [Equal Opportunity / Privacy Policy](#) | [Site Map](#) | [Text-Only Homepage](#)

Step by Step REU New Process

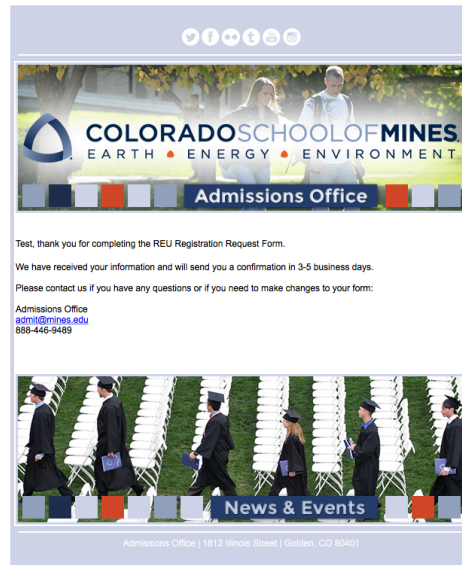


7. Students and Academic Affairs (AA) will get a notification of completion of the REU Registration Request Form.



Confirmation Message from Admissions

23



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

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

Step by Step REU New Process

24



- 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.

COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

25

REU Fellowship Implementation Form

REU Fellowship Implementation Spreadsheet for AY 2015-2016			
Please fill in all orange fields			
Student Name		Arrival Date	
CWID		Departure Date	
Email			
Department or Research Center			
Preferred Telephone Number			
Term	Summer		
Fellowship Funding Sources			
Award Distribution			Use the following account codes 5582 REU Fellowship 5583 Fellowship Room & Board
Index Code	Account	Award	
1			
2			
3			
4			
5			
Total			\$0.00
This form should be sent to: REUforms@mines.edu			
Approvals and Special Notes			
Approvals:		Comments:	
PI	Name	Date	
Department or Research Center			
College			
ORA			
HR			
Name, phone extension of person preparing form:			
Last Modified 01/06/16			

- 26
-
- ## 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. 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**.
-

27

Step by Step REU New Process



- 11.** AA will receive the 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.

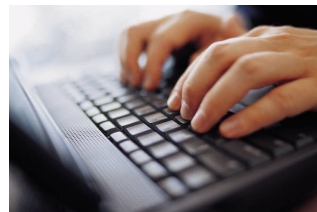
COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

28

Step by Step REU New Process



- 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



COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT

Thank You!

29



COLORADOSCHOOLOFMINES
EARTH • ENERGY • ENVIRONMENT