



## Research Experience for Undergraduate Students (REU) Process

### 1. Identify type of REU Student.

#### Mines' Students

**Paid Students:** Paid (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.

#### **Non-Paid Students:**

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

#### External Students

**Paid Students:** Paid (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](mailto:REUforms@mines.edu) and Routed through AA and ORA.
  - *System Access:* Granted when Form is processed.
- **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.



- Non-Paid Students:** Volunteers or students paid by external source and not through Mines.
- **Non-Remunerated**
    - *Non-remunerated Research/Visiting Scholar HR Form.*
    - *System Access:* Granted when HR Form is processed.
2. If it is not a Visiting Student “true” REU, then follow process as usual according to student type.
    - 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.
    - Program will be marketed.
    - Prospect students will apply.
    - Students will be selected and invited to participate.
  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 (REU) Fellowship Acceptance Form to [REUforms@mines.edu](mailto:REUforms@mines.edu) (Academic Affairs).
  6. When prospect student signs the REU Fellowship Acceptance Form, he/she will be asked to fill out the REU Registration Request Form at <https://mines-uga.edu.185r.net/survey/?id=141>.
  7. Students and Academic Affairs (AA) will get a notification of completion of the REU Registration Request Form.
  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](mailto:REUforms@mines.edu).
  11. 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.



14. AA will receive the REU Fellowship Implementation Form and will route it to ORA for Approval.
15. When returned to AA with ORA approval, AA will route it to Financial Aid to add funds to student's trailhead account.
16. A letter will be sent out to REU Visiting Students with instructions for account setup before their arrival.
17. CCIT will provide access to REU Visiting Students:
  - Trailhead
  - Library
  - Rec Center (not paid for)
  - Housing (amount discounted from account)
  - Blastercard
  - Building Access
  - Internet Access
18. For building or lab access a Building Access Request form should be filled out and signed by appropriate authority.
19. By the time REU students arrive to campus they should have a set up Trailhead account and should be able to retrieve the funds available from their account at the cashier's office.