

## NSF REU Supplements

### Excerpted from **Research Experiences for Undergraduates (REU) PROGRAM SOLICITATION NSF 13-542**

#### **REU Supplements**

An REU Supplement typically provides support for one or two undergraduate students to participate in research as part of a new or ongoing NSF-funded research project.

However, centers or large research efforts may request support for a number of students commensurate with the size and nature of the project. REU Supplements are supported by the various research programs throughout the Foundation, including programs such as Small Business Innovation Research (SBIR).

High-quality mentoring is important in REU Supplements, just as it is in REU Sites, and investigators should give serious attention not only to developing students' research skills but also to involving them in the culture of research in the discipline and connecting their research experience with their overall course of study. Investigators are reminded that support for undergraduate students involved in carrying out research under NSF awards should be included as part of the research proposal itself instead of as a post-award supplement to the research proposal, unless such undergraduate participation was not foreseeable at the time of the original proposal.

A request for an REU Supplement may be submitted in either of two ways: (1) Proposers may include an REU Supplement activity as a component of a new (or renewal) research proposal to NSF. For guidance, contact the program officer who manages the research program to which the proposal would be submitted. (2) Investigators holding an existing NSF research award may submit a post-award request for supplemental funding. For guidance, contact the cognizant program officer for the NSF grant or cooperative agreement that would be supplemented

*Eligible Student Participants:* Undergraduate student participants supported with NSF funds in either REU Supplements or REU Sites must be U.S. citizens, U.S. nationals, or permanent residents of the United States. An undergraduate student is a student who is enrolled in a degree program (part-time or full-time) leading to a baccalaureate or associate degree. Students who are transferring from one college or university to another and are enrolled at neither institution during the intervening summer may participate. High school graduates who have been accepted at an undergraduate institution but who have not yet started their undergraduate study are also eligible to participate. Students who have received their bachelor's degrees and are no longer enrolled as undergraduates are generally not eligible to participate. For REU Sites, a significant fraction of the student participants should come from outside the host institution or organization. Some NSF directorates encourage inclusion in the REU program of K-12 teachers of science, technology, engineering, and mathematics. Please contact the appropriate disciplinary program officer for guidance. Within the framework of the basic eligibility guidelines outlined here, most REU Sites and Supplements further define recruitment and selection criteria, based on the nature of the particular research and other factors.

## **REQUEST FOR REU SUPPLEMENT**

Many of the research programs throughout the Foundation support REU activities that are requested either (1) as a component of a new (or renewal) research proposal or (2) as a post-award supplement to an existing grant or cooperative agreement. Specific guidance for the use of either mechanism is given in the last two paragraphs of this section (below). Investigators are reminded that support for undergraduate students involved in carrying out research under NSF awards should be included as part of the research proposal itself instead of as a post-award supplement to the research proposal, unless such undergraduate participation was not foreseeable at the time of the original proposal.

**Contacts:** For guidance about preparing an REU Supplement request as a component of a new (or renewal) research proposal, contact the program officer who manages the relevant research program. For guidance about preparing an REU Supplement request for an existing NSF award, contact the program officer assigned to the NSF award that would be supplemented. Do *not* contact the list of disciplinary REU program officers at [http://www.nsf.gov/crssprgm/reu/reu\\_contacts.jsp](http://www.nsf.gov/crssprgm/reu/reu_contacts.jsp) about REU Supplements. Regardless of which mechanism is used to request an REU Supplement, the description of the REU activity should discuss the following: (1) the nature of each prospective student's involvement in the research project; (2) the experience of the PI (or other prospective research mentors) in involving undergraduates in research, including any previous REU Supplement support and the outcomes from that support; (3) the nature of the mentoring that the student(s) will receive; and (4) the process and criteria for selecting the student(s). If the student has been pre-selected (as might be true in the case of a supplement for an ongoing award), then the grounds for selection and a brief biographical sketch of the student should be included.

Normally, funds may be requested for up to two students, but exceptions will be considered for training additional qualified students who are members of underrepresented groups (women, minorities, and persons with disabilities). Centers or large research efforts may request support for a number of students commensurate with the size and nature of the project.

Student stipends for summer projects are expected to be comparable to those of REU Site participants, approximately \$500 per student per week. Other student costs include housing, meals, travel, and laboratory use fees and usually vary depending on location. Amounts for academic-year projects should be comparable on a pro rata basis. Total costs for a summer--including all direct costs and indirect costs--are generally expected not to exceed \$1,200 per student per week. However, projects that involve international activities, field work in remote locations, or other exceptional circumstances may exceed this limit.

Results from any REU Supplement activities must be included in the annual project report for the associated award. The term of an REU Supplement may not exceed that of the associated award.

**A request for an REU Supplement to an existing NSF award** should be submitted if the need for the undergraduate student support was not foreseen at the time of the original proposal submission, and should be prepared by the PI in FastLane in accordance with the guidelines found in the GPG. The following instructions supplement those found in the GPG. After logging into FastLane, choose "Award and Reporting Functions," and then "Supplemental Funding Request." Next, choose the award to be supplemented. In the form entitled "Summary of Proposed Work," state that this is a request for an REU Supplement. In the form entitled "Justification for Supplement,"

include the information described above in the fourth paragraph under the subheading "REQUEST FOR REU SUPPLEMENT"; limit your response to three pages. If an REU student has been pre-selected, you may place a brief biographical sketch in Supplementary Documents. Prepare a budget, including a justification of the funds requested for student support and their proposed use. All student costs should be entered as Participant Support Costs (Line F) in the proposal budget. (Indirect costs [F&A] are not allowed on Participant Support Costs in REU Site or REU Supplement budgets.) After you have prepared the request for supplemental funding, forward it to your organization's Sponsored Research Office (SRO), which will submit the request to NSF.

**Indirect Cost (F&A) Limitations:**

Recovery of indirect costs (F&A) is prohibited on Participant Support Costs in REU Site proposals and REU Supplemental funding requests. This limitation may entail mandatory committed cost sharing by the institution. In such cases, it constitutes an exception to NSF's cost sharing policy.

**Other Budgetary Limitations:**

For summer REU projects, the total budget request--including all direct costs and indirect costs--is generally expected not to exceed \$1,200 per student per week. (The budget request for an academic-year REU project should be comparable on a pro rata basis.)

However, projects that involve international activities, field work in remote locations, a Research Experience for Teachers (RET) component, or other exceptional circumstances may exceed this limit.