



## Research Experiences for Undergraduates (REU) Supplements

### What is REU?

The National Science Foundation has recognized that active research experience is one of the most effective techniques for attracting talented undergraduates to careers in mathematics, science and engineering. Acknowledging the lack of such opportunities, NSF introduced two avenues, REU Site grants and REU supplements, to help meet this need. The most commonly requested method at RPI is as a supplement to an existing or proposed NSF grant or cooperative agreement.

### Pre-Award Process

#### Request

REU supplements begin with a PIF referencing the existing grant, budget and SOW submitted to RAF as a normal proposal. PIs then begin the REU in the NSF FastLane system noting that it is an REU request in the "Summary of Proposed Work". In the "Justification for Supplement", (maximum length three pages) under the subheading "Request for REU Supplement" they should discuss the form and nature of the student involvement, the experience of the PI in involving undergraduates in research, and the process and criteria for selecting the student. If the student has been preselected, the grounds for selection and a biographical sketch of the student should be included in the supplementary documents section. Also, the term of an REU supplement may not exceed that of the underlying research project.

#### Budget

The NSF program manager will advise the principal investigator as to an appropriate amount for the supplement. Typical budget items would be stipend, travel, and housing or meal allowances. Tuition is not an allowable expense. REU's have a standard administrative allowance of 25% of the participant support stipend, so university indirect costs are not applied. A budget justification is required and must detail the rationale for the expenses in three pages or less.

### Post Award Management

These awards are always set up as a subfund to the active grant. The reason for this is that funds for REU supplements cannot be re-budgeted to other budget categories under any circumstances. Also, please be aware that these funds cannot be used to subsidize the main grant fund in the event it becomes overspent.

If you have any questions, please contact your Pre or Post Award RA&F Administrator.