**REU Supplements**:

**Who can apply?** The solicitation refers to the NSF Grant Proposal Guideline for Investigator Eligibility (See Chapter 1-E for guidance). There are no special qualifications for REU Supplement Investigators. The caveat: 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.

REU Supplements may be included as a component of proposals for new or renewal NSF grants or cooperative agreements or may be requested for ongoing NSF-funded research projects.

**Requirements:**

Undergraduate student participants in either REU Sites or REU Supplements must be U.S. citizens, U.S. nationals, or permanent residents of the United States. 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.

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.

**Submission guidelines:**

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.

**Proposal Description:**

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.

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.

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.

**Budget Info:**

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.

**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.

**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.

The REU solicitation has been revised to clarify the treatment of indirect costs in proposals for REU Sites and requests for REU Supplements. The treatment of indirect costs should follow the policies specified in NSF's Proposal & Award Policies & Procedures Guide (PAPPG). Indirect costs (F&A) are not allowed on Participant Support Costs in REU Site or REU Supplement budgets. Note that the REU solicitation's longstanding "administrative allowance" of 25% of the participant support stipend amount in lieu of indirect costs has been discontinued.

**Additional Solicitation Specific Review Criteria**

Reviewers will be asked to interpret the two basic NSF review criteria in the context of the REU program. In addition, they will be asked to place emphasis on the following considerations:

1. Appropriateness and value of the educational experience for the student participants, particularly the appropriateness of the research project(s) for undergraduate involvement and the nature of the students' participation in these activities.

2. Quality of the research environment, including the facilities, the preparedness of the research mentor(s) to guide undergraduate research and the professional development opportunities for the students.

3. Appropriateness of the student recruitment and selection plans, including those for involving students from underrepresented groups, from outside the host institution, and from academic institutions with limited research opportunities in STEM.

4. Quality of plans for student preparation and for follow-through designed to promote continuation of student interest and involvement in research.

5. Appropriateness and cost-effectiveness of the budget, effectiveness of the plans for managing the project and evaluating the outcomes, and commitment of partners, if relevant.

6. For renewals of previously funded REU Sites: effectiveness of the previous site.

**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> about REU Supplements.

**Important Proposal Preparation Information**:

FastLane will check for required sections of the full proposal, in accordance with Grant Proposal Guide

(GPG) instructions described in Chapter II.C.2. The GPG requires submission of: Project Summary;

Project Description; References Cited; Biographical Sketch(es); Budget; Budget Justification; Current and Pending Support; Facilities, Equipment & Other Resources; Data Management Plan; and Postdoctoral Mentoring Plan, if applicable. If a required section is missing, FastLane will not accept the proposal.

Please note that the proposal preparation instructions provided in this program solicitation may deviate from the GPG instructions. If the solicitation instructions do not require a GPG-required section to be included in the proposal, insert text or upload a document in that section of the proposal that states, "Not Applicable for this Program Solicitation." Doing so will enable FastLane to accept your proposal