

REQUEST LETTER FOR REU PI

Subject line: NSF Research Experiences for Undergraduates (REU) Study

Dear Dr. [insert last name],

We are conducting a study for the National Science Foundation (NSF) Directorate for Engineering (ENG) to evaluate the Research Experiences for Undergraduates (REU) program and would appreciate your assistance. Your name was provided to us by NSF as principal investigator (PI) on an REU award in 2006.

Using the attached forms, please provide us the following:

- Names and contact information for all undergraduate students who participated in your REU research during summer 2006 or the current academic year (Fall 2006 through Spring 2007)
- Names and contact information for all faculty who served as formal or informal mentors for those students (including yourself, any Co-PI, other faculty, or research engineers).

We will contact the students and faculty this spring to ask them to complete a questionnaire about their experiences in REU. We will contact each by e-mail but ask for other contact information to help us locate those whose e-mail address has changed.

If you are not the PI of an REU award or did not involve undergraduate students in your research during summer 2006 through spring 2007, please reply to this e-mail with "NOT REU" in the subject line, and we will remove your name from our survey sample.

The information you provide will be kept strictly confidential and will be used only for the purposes of this evaluation. Your participation is important to the success of this study.

For more information about our study, please see the overview below. If you have any other questions, simply reply to this e-mail or contact the NSF project officer, Joanne Culbertson (jculbert@nsf.gov, 703-292-4602).

Sincerely yours,

Mary P Hancock
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