

## REU Electronic Data System Overview

This document describes the REU electronic data system—which includes a students' log-in page (to obtain the REU ID), a registration (to obtain basic descriptive information on program applicants), and a common application (to obtain additional information needed by principal investigators (PIs) to make admissions decisions). The system also includes a module for PIs to enter and access data.

The system design was informed by several sources: (a) the REU feasibility study conducted by Science and Technology Policy Institute (STPI); (b) the NSF Graduate Research Fellowship Program (GRFP) common application system; (c) information included in the Research Experience for Undergraduate (REU) sites' websites; (d) REU program documents; (e) interviews with NSF program directors; and (f) the literature on monitoring and evaluation of research experiences for undergraduates.

This appendix is organized into 4 sections:

- Section 1 provides an overview of the key sections of the system under the Applicant and the PI modules.
- Section 2 presents the full list of data elements proposed for the Applicant module (Table 1) and the PI module (Table 2).
- Section 3 and 4 provide the draft items for the Applicant and PI module, respectively.

Note that data elements:

- Will be revised based on feedback from NSF program officers, REU PIs, and students who test the system.
- Are intentionally drawn from national surveys (for future benchmarking) or the NSF GRFP collection (as NSF seeks to harmonize collections across programs to facilitate aggregated analyses)

## 1. Overview of Modules in the REU Data System

### **APPLICANT MODULE**

#### **Create an account/Log-in**

This section requires that applicants provide a valid email address and enables them to create an account and obtain information needed to log into the REU data system. It includes instructions to obtain an REU ID, reset a password, or retrieve their REU ID. More details are provided in Table 1.

This module also enables verification of students' email addresses before they enter the other sections in the system.

#### **Registration**

The main goal of this module is to collect the basic information that NSF needs for basic monitoring and to comply with the Congressional requirement.

This module requests information from applicants that can be used to identify unique individuals, match them to National Student Clearinghouse records (to obtain educational outcomes information), monitor program eligibility, and track applicants over time. It includes demographic information (such as gender and citizenship) and current college enrollment (such as college name and years completed).

The last question in the registration module asks applicants to identify the discipline to which they are applying. This question will be used as a filter to sort students into the registration or common application pilots as follows:

- Students who select the discipline that is participating in the registration pilot will be asked to “certify and submit” the information provided and instructed to apply to REU sites using their REU ID.
- Students who indicate that they are applying to Sites in the discipline participating in the common application will experience a seamless transition into the common application module.

#### **Common Application**

The purpose of this module is to allow students to apply to sites in the discipline participating in the pilot. To this end, this module includes:

- Questions about previous REU participation and prior academic achievement
- Additional information (Sites to which students wish to apply; a personal statement, a resume and college transcript, and the names of two references); note that transcripts will be unofficial and reference letters will be obtained electronically through an email sent to referees through the system with instructions to provide a reference.

- Additional space or functions (space for text responses and instructions to upload documents) for applicants to answer questions or provide additional materials requested by individual Sites

## **Certify and Submit**

The purpose of this module is to ensure applicants certify that the information provided is true and complete and consent to the confidential use of their information. The “certify and submit” section applies to applicants in both pilots and reads as follows:

*By clicking on the SUBMIT button below, I am certifying that the information provided is true and complete to the best of my knowledge. I understand that I am consenting to the confidential use of the information I provided for admissions decisions, audits, and research and evaluation purposes.*

## **PI MODULE**

Through the PI module, PIs and their designated program staff administrators will be able to:

- Customize the application to meet their needs by inserting or uploading additional requirements (beyond those included in the common application)
- Provide information that may be useful to applicants (such as expected start and end dates of the research experience at the given Site) or that signal important Site requirements (such as application start and end dates)
- Obtain information (for example, view and download applicant data and generate data reports)

PIs in disciplines participating in the registration will be asked to provide information on students who applied, were admitted, and participated in research at their Sites (the system will allow them to enter this information manually or to upload a spreadsheet with applicant ID numbers).

PIs in the Sites using the common application will be asked to provide information on admissions and participation.

## **2. REU Data System Data Elements**

The tables below present the list of data elements proposed for the system:

- Table 1 presents the tentative list of elements to be collected from applicants.
- Table 2 presents the tentative list of elements to be collected from PIs.

Table 1. Data Elements Included in the REU Data System— Applicant Module

Sections	Data Element	
Create an account/Log-in	<b>Personal Information</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Email address</li> </ul>	<b>Password and security questions</b> <ul style="list-style-type: none"> <li>• Password</li> <li>• Security questions 1-10</li> </ul>
Registration (Pilot 1)	<b>Demographic Information (Questions 1 – 13)</b> <ul style="list-style-type: none"> <li>• Name (<i>pre-populated from account creation</i>)</li> <li>• Date of birth (<i>pre-populated from account creation</i>)</li> <li>• Citizenship</li> <li>• Email address (<i>pre-populated from account creation</i>)</li> <li>• Cell phone number</li> <li>• Address and contact information</li> <li>• Race and ethnicity</li> <li>• Gender</li> <li>• Veteran status</li> <li>• Disability status</li> </ul>	<b>Current enrollment (Questions 14 – 20)</b> <ul style="list-style-type: none"> <li>• Name of college or university</li> <li>• Enrollment status</li> <li>• Degree pursued</li> <li>• Primary field of study</li> <li>• Completion date or expected completion date</li> <li>• Years of college completed</li> </ul> <b>Additional Information (Questions 21 – 25)</b> <ul style="list-style-type: none"> <li>• Financing undergraduate degree</li> <li>• Education and occupation of applicant's parents or guardians</li> <li>• Awareness of REU program</li> <li>• REU discipline to which they intend to apply</li> </ul>
Common application (Pilot 2)	<b>Application (Questions 26 – 37)</b> <ul style="list-style-type: none"> <li>• Prior REU program participation</li> <li>• Prior research experience (outside of REU)</li> <li>• college GPA</li> <li>• REU sites applicant is applying</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement</li> <li>• Transcript</li> <li>• CV or resume</li> <li>• References contact information</li> <li>• Additional materials requested by Sites</li> </ul>
Certify & Submit	<b>Certify &amp; Submit</b> (For both pilots)	

Table 2. Data Elements Included in the REU Data System—Principal Investigator Module

Sections	Data Element	
Create an account/Log-in	<b>Personal Information</b> <ul style="list-style-type: none"> <li>Name</li> <li>Email address</li> </ul>	<b>Password and security questions</b> <ul style="list-style-type: none"> <li>Password</li> <li>Security questions 1-10</li> </ul>
REU Site/PI/Users information	<b>REU Award Information (Questions 1-6)</b> <ul style="list-style-type: none"> <li>REU award number</li> <li>REU Division (<i>populated from Fastlane</i>)</li> <li>NSF Directorate (<i>populated from Fastlane</i>)</li> <li>REU Site Institution Name (<i>populated from Fastlane</i>)</li> <li>REU Title (<i>populated from Fastlane</i>)</li> <li>REU Abstract (<i>populated from Fastlane</i>)</li> </ul> <b>PI information (Questions 7- 10)</b> <ul style="list-style-type: none"> <li>PI Name</li> <li>PI Institution</li> <li>NSF ID</li> <li>ORCID Membership and ID</li> </ul>	<b>REU Site Information (Questions 11-17)</b> <ul style="list-style-type: none"> <li>REU Site Name</li> <li>REU Site Location</li> <li>REU Site Website</li> <li>Number of years REU site in operation</li> <li>REU Site 2019 Cycle Schedule</li> <li>Site accepts applications from foreign students</li> <li>REU Site priorities</li> </ul> <b>Additional users</b> <ul style="list-style-type: none"> <li>Name, email, position (up to 5 additional users)</li> </ul>
Application information (Common application pilot only)	<b>Program application requirements</b> (Common application pilot only) <ul style="list-style-type: none"> <li>Application open and close date</li> <li>Admissions decisions timeline, notification strategy</li> <li>Additional application requirements (optional)</li> </ul>	
Applicants and Participants	<b>Applicants</b> <ul style="list-style-type: none"> <li>REU_ID (<i>Pre-populated with student applications in common application pilot; entered by PI in registration pilot</i>)</li> <li>Admission decision</li> <li>Applicant accepted offer</li> </ul>	<b>Participants</b> ( <i>Pre-populated with accepted offer from applicant table</i> ) <ul style="list-style-type: none"> <li>Participation decision</li> </ul>
Data Download, Reports, and Feedback	<b>Data Download and Reports</b> <ul style="list-style-type: none"> <li>Download all application data or subset of the data</li> <li>Data reports available end of summer 2019</li> </ul>	<b>Feedback</b> <ul style="list-style-type: none"> <li>Open text box for feedback</li> </ul>

### 3. Applicant Module

#### Personal Information

1. Name
  - a. First name
  - b. Middle name
  - c. Last name
  - d. Suffix
  - e. Previous last name
2. Date of birth
3. Citizenship
  - Citizen or national of the United States
  - Permanent resident of the United States (green card holder)
  - Neither a citizen/national nor a permanent resident of the United States (green card holder)
4. Email address
  - a. Primary email address
  - b. Alternate email address
5. Cell phone number
6. Current mailing address
  - Country
  - Street address 1
  - Street address 2
  - City
  - State
  - ZIP code
7. Permanent mailing address
  - a. Mother's Contact Information
    - Country
    - Street address 1
    - Street address 2
    - City
    - State
    - ZIP code
  - b. Father's Contact Information (if different from mother's)
    - Country
    - Street address 1
    - Street address 2
    - City
    - State
    - ZIP code
8. Other contact information (optional)
  - a. Facebook

- b. LinkedIn
- c. Twitter

### Demographic Information

9. Race (select one or more)
- American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - I do not wish to provide this information
10. Ethnicity
- Hispanic or Latino
  - Not Hispanic or Latino
  - Unknown
  - I do not wish to provide this information
11. Gender
- Male
  - Female
  - I do not wish to provide this information
12. Veteran Status
- Yes
  - No
  - I do not wish to provide this information

13. Disability

**What is the usual degree of difficulty you have with...**

	None	Slight	Moderate	Severe	Unable to do	I do not wish to provide this information
a. Seeing words or letters in ordinary newsprint (with glasses/contact lenses, if you usually wear them)?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
b. Hearing what is normally said in conversation with another person (with hearing aid, if you usually wear one)?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
c. Walking or using stairs without human or mechanical assistance?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
d. Lifting or carrying something as heavy as 10	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>

pounds, such as a bag of groceries?

- e. Concentrating, remembering, or making decisions because of a physical, mental, or emotional condition?
- 1  2  3  4  5  6

### Current Enrollment

14. College or University [Drop-down list populated with all IPEDS institutions]
15. Other institution (if not listed in drop-down)  
Name of your college or university  
City  
State or Province  
Country
16. Enrollment status at this college/university  
 Full-time  
 Part-time  
 I am not currently enrolled
17. Degree program at this college/university  
 Associate's degree  
 Bachelor's degree  
 Other degree (please specify)  
 None of the above, I am just taking courses
18. Primary field of study at this college/university  
[Drop-down with National Survey of College Graduates (NSCG) fields of study]  
Other Primary Field (please specify, if not listed in drop-down)
19. Expected date of bachelor's degree completion  
If you are currently enrolled in a four year institution, or are currently enrolled in community college and plan to transfer to a 4-year institution, please enter the date in which you expect to graduate from a 4-year institution.
20. Years of college you will have completed by July 2019  
 0 years of college (incoming freshman)  
 1 year of college (freshman)  
 2 years of college (sophomore)  
 3 years of college (junior)  
 4 years of college (senior)

### Additional Information

21. How are you financing your undergraduate degree? (Mark one response per row.)



- Not applicable, I am not enrolled in an undergraduate program or studies
- I do not wish to provide this information

	YES	NO
Financial assistance from parents, spouse, other relatives, not to be repaid	<input type="radio"/>	<input type="radio"/>
Financial assistance from your employer	<input type="radio"/>	<input type="radio"/>
Financial assistance from the Veterans Educational Assistance Act (i.e., the G.I. Bill)	<input type="radio"/>	<input type="radio"/>
Loans from parents or other relatives, to be repaid	<input type="radio"/>	<input type="radio"/>
Loans from the school you attended, banks, federal or state government	<input type="radio"/>	<input type="radio"/>
Tuition waivers, fellowships, grants, scholarships	<input type="radio"/>	<input type="radio"/>
Assistantships or work study	<input type="radio"/>	<input type="radio"/>
Earnings from employment	<input type="radio"/>	<input type="radio"/>
Personal savings	<input type="radio"/>	<input type="radio"/>
Other (Specify) _____ (text field)	<input type="radio"/>	<input type="radio"/>

22. What is the highest level of education completed by your parents or guardians? (Mark one response for each parent.)

	Mother or female guardian	Father or male guardian
Less than high school completed	<input type="radio"/>	<input type="radio"/>
High school diploma or equivalent	<input type="radio"/>	<input type="radio"/>
Some college, vocational, or trade school (including 2-year degrees)	<input type="radio"/>	<input type="radio"/>
Bachelor's degree (e.g., BS, BA, AB)	<input type="radio"/>	<input type="radio"/>
Master's degree (e.g., MS, MA, MBA)	<input type="radio"/>	<input type="radio"/>
Professional degree (e.g., JD, LLB, MD, DDS, DVM)	<input type="radio"/>	<input type="radio"/>
Doctorate (e.g., PhD, DSc, EdD)	<input type="radio"/>	<input type="radio"/>
Not applicable	<input type="radio"/>	<input type="radio"/>
I do not know or I do not wish to provide this information	<input type="radio"/>	<input type="radio"/>

23. Which of the following best describes your parents' or guardians' occupation?

	Mother or female guardian	Father or male guardian
Biological/Life Scientists	<input type="radio"/>	<input type="radio"/>
Clerical/Administrative Support Occupations	<input type="radio"/>	<input type="radio"/>
Clergy/Other Religious Workers	<input type="radio"/>	<input type="radio"/>
Computer Occupations	<input type="radio"/>	<input type="radio"/>
Consultants	<input type="radio"/>	<input type="radio"/>
Counselors	<input type="radio"/>	<input type="radio"/>
Engineers/Architects	<input type="radio"/>	<input type="radio"/>
Engineering Technologists/Technicians/Surveyors	<input type="radio"/>	<input type="radio"/>
Farmers/Foresters/Fisherman	<input type="radio"/>	<input type="radio"/>
Health Occupations	<input type="radio"/>	<input type="radio"/>
Lawyers/Judges	<input type="radio"/>	<input type="radio"/>
Librarians/Archivists/Curators	<input type="radio"/>	<input type="radio"/>
Managers and Supervisors, First-Line	<input type="radio"/>	<input type="radio"/>
Managers, Top-level Executives/Administrators	<input type="radio"/>	<input type="radio"/>
Managers, Other	<input type="radio"/>	<input type="radio"/>
Management-Related Occupations	<input type="radio"/>	<input type="radio"/>

Mathematical Scientists	<input type="radio"/>	<input type="radio"/>
Physical Scientists	<input type="radio"/>	<input type="radio"/>
Research Associates/Assistants	<input type="radio"/>	<input type="radio"/>
Sales/Marketing Occupations	<input type="radio"/>	<input type="radio"/>
Service Occupations, Except Health	<input type="radio"/>	<input type="radio"/>
Social Scientists	<input type="radio"/>	<input type="radio"/>
Social Workers	<input type="radio"/>	<input type="radio"/>
Teachers – Precollege	<input type="radio"/>	<input type="radio"/>
Teachers/Professors – Postsecondary	<input type="radio"/>	<input type="radio"/>
Teachers – Other	<input type="radio"/>	<input type="radio"/>
Writers/Editors/Public Relations	<input type="radio"/>	<input type="radio"/>
Specialists/Artists/Entertainers/Broadcasters	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>
Not applicable	<input type="radio"/>	<input type="radio"/>
I do not know or I do not wish to provide this information	<input type="radio"/>	<input type="radio"/>

24. How did you hear about the REU Program? (Select one or more responses.)

- Professor
- Friend
- Internet
- Career fair
- Other. Please specify: \_\_\_\_\_
- I do not wish to provide this information

25. What is the discipline of the REU Program you are applying to? (Select all that apply.)

- Biology
- Engineering
- Mathematics
- Earth Sciences

### Common Application Additional Information

26. Have you participated in the REU program before?

- Yes
- No
- I do not wish to provide this information

27. [If Q26=Yes]

Please provide information about the REU Sites in which you had a research experience:

REU Site institution name:

Year of participation:

Professor first name:

Professor last name:

REU Site institution name:

Year of participation:

Professor first name:

Professor last name:

28. Have you had any prior research experiences outside of the NSF REU Program?  
 Yes  
 No
29. [If Q28 = Yes]  
Please describe your prior research experiences.
30. What is your college's GPA scale?  
 4.0  
 5.0
31. What is your current overall college GPA?

### **Common Application Materials**

32. Please identify the REU Sites to which you are applying.
33. Personal Statement (text box—500 words maximum)
34. Transcript (upload)
35. CV or resume (upload)
36. References  
Reference 1:  
First Name  
Last Name  
Position  
Institution  
Relationship to Applicant  
Email  
Phone  
Reference 2:  
First Name  
Last Name  
Position  
Institution  
Relationship to Applicant  
Email  
Phone
37. Additional Materials and Questions  
Site 1  
a. Additional Materials (Link to PDF provided by PI)  
b. Additional Questions (Displays questions added by PI)  
Site 2  
a. Additional Materials (Link to PDF provided by PI)  
b. Additional Questions (Displays questions added by PI)  
Site 3  
a. Additional Materials (Link to PDF provided by PI)  
b. Additional Questions (Displays questions added by PI)

Site 4

- a. Additional Materials (Link to PDF provided by PI)
- b. Additional Questions (Displays questions added by PI)

Site 5

- a. Additional Materials (Link to PDF provided by PI)
- b. Additional Questions (Displays questions added by PI)

Site 6

- a. Additional Materials (Link to PDF provided by PI)
- b. Additional Questions (Displays questions added by PI)

Site 7

- a. Additional Materials (Link to PDF provided by PI)
- b. Additional Questions (Displays questions added by PI)

If you need to submit additional information to your sites, you have two options:

Option 1: Use the space below to upload any additional documentation as a pdf file.

Option 2: Use the space provided below to provide any additional information requested by your site(s).

- a. Site 1: Option 1 or Option 2
- b. Site 2: Option 1 or Option 2
- c. Site 3: Option 1 or Option 2
- d. Site 4: Option 1 or Option 2
- e. Site 5: Option 1 or Option 2
- f. Site 6: Option 1 or Option 2
- g. Site 7: Option 1 or Option 2

### **Common Application Reference Form (Completed by References)**

Please tell us about yourself:

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Institution \_\_\_\_\_

Department \_\_\_\_\_

Please tell us about [FIRST\_NAME] [LAST\_NAME] (pre-populated from common application)

How long and in what capacity have you known the applicant?

Months:

Capacity:

How would you rate the applicant in overall ability and potential in comparison to others at the same academic level with respect to pursuing undergraduate research? (double click the box to check)

- Top 5%
- Top 10%
- Top 25%
- Top 50%
- Below 50%

Please rate the applicant on the following abilities and skills:

	<b>Outstanding</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Unable to judge</b>
Intellectual ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verbal communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide your opinion on the applicant's academic performance, research aptitude, and other factors that you consider relevant for the applicant to be successful in this program and his/her future career. Provide examples where appropriate.

#### 4. Principal Investigator Module

##### Site and PI Information

1. REU Award Number  
\*If you have more than one active REU Site award, please report on the award that you will use to support REU participants in the 2019 cycle.
2. REU Division (pre-populated Fastlane after Award Number is entered)
3. NSF Directorate (pre-populated Fastlane after Award Number is entered)
4. REU Site Institution name (pre-populated Fastlane after Award Number is entered)
5. REU Title (pre-populated Fastlane after Award Number is entered)
6. REU Abstract (pre-populated Fastlane after Award Number is entered)
7. REU Principal Investigator Name (pre-populated Fastlane after Award Number is entered)
8. Institution of Principal Investigator
  - a. Country [semi/pre-populated]

- b. Street Address 1 (pre-populated Fastlane after Award Number is entered)
- c. City (pre-populated Fastlane after Award Number is entered)
- d. State (pre-populated Fastlane after Award Number is entered)
- e. Zip Code (pre-populated Fastlane after Award Number is entered)

9. NSF ID

10. ORCID Membership (optional)

Please indicate if you are a member of ORCID.

- Yes
- No
- I do not wish to provide this information

ORCID ID Number: \_\_\_\_\_

### REU Site Information

11. REU Site Name

Please write the name of your site as you would like it displayed on the list of sites to which students may apply.

12. \*REU Site Location

Same as “Institution of Principal Investigator” [if box is checked, address (a-e) will be pre-populated]

- a. Country
- b. Street Address 1
- c. City
- d. State
- e. Zip Code

13. REU Site website (if available)

Please copy and paste the address of your Site’s website.

14. Number of years your REU Site has been operating (including the current year)

Please enter all years this site has operated under your leadership or that of other PIs or Co-PIs.

15. REU Site Schedule for 2019 cycle

- a. Program start date: [mm/dd/yyyy]  Expected [Checkbox]
- b. Program end date: [mm/dd/yyyy]  Expected [Checkbox]
- Program dates to be determined

16. Site welcomes applications from foreign students

To be eligible for the NSF REU program, students must be citizens or permanent residents of the United States by the time the program starts. Mark “Yes” if your Site has other sources of funding and is willing to consider applications from students ineligible to receive REU funds.

- Yes

No

#### 17. REU Site priorities

Identify student groups that your site prioritizes in recruiting REU participants.

Years of college completed by July 2019 (mark only one)

- 0 years of college (incoming freshman)
- 1 year of college (freshman)
- 2 years of college (sophomore)
- 3 years of college (junior)
- 4 years of college (senior)
- We do not prioritize based on years of college completed

Students enrolled at: (check all that apply)

- Two-year colleges, including community, technical and junior colleges
- Tribal colleges
- Historically-black colleges and universities
- Hispanic-serving institutions

### User Designation

**Authorize Additional Users:** Please identify below the individuals you authorize to access the REU data system. They will be sent an email inviting them to register to this site. Note that they will have administrative rights to enter, change, and view information associated with your REU Site.

Staff 1 Name

Staff 1 Position [Dropdown to Select Position]

- Co-PI
- Program Manager
- Administrative Staff

Staff 1 Email

Staff 2 Name

Staff 2 Position [Dropdown to Select Position]

- Co-PI
- Program Manager
- Administrative Staff

Staff 2 Email

Staff 3 Name

Staff 3 Position [Dropdown to Select Position]

- Co-PI
- Program Manager
- Administrative Staff

Staff 3 Email

Staff 4 Name

Staff 4 Position [Dropdown to Select Position]

- Co-PI
- Program Manager
- Administrative Staff

Staff 4 Email

Staff 5 Name

Staff 5 Position [Dropdown to Select Position]

- Co-PI
- Program Manager
- Administrative Staff

Staff 5 Email

## Application Info – Common Application

1. Application timeline
  - a. Application open date (mm/dd/yyyy)
  - b. Application close date or deadline (mm/dd/yyyy)

Your program application will automatically open and close on these dates. However, you will be able to close applications at any point after they are opened using the ‘Close Applications’ button on the main page.

2. Application decisions
  - a. Rolling admissions  
Please indicate if applications to your Site will be reviewed and decisions made on a rolling basis.  
  
 Yes  
 No  
 I do not wish to provide this information
  - b. If admissions are NOT rolling, please provide the date on or after which admissions decisions may be communicated to applicants: [mm/dd/yy]
  - c. Please indicate if decisions will be communicated to:  
 All applicants  
 All admitted applicants only
3. Additional Application Requirements (Optional)

### Upload a PDF

If you wish to request additional information from applicants beyond that covered in the common application, you may upload a PDF document with instructions and/or add questions below. Applicants will be prompted to view the document uploaded or the questions inserted when they select your Site and will be able to respond to your instructions by (1) uploading additional materials (in PDF format) or (2) entering text of up to 500 words to respond to each question you added.



## Add questions

Please enter up to three additional application questions specific to your REU site.

## Applicant Page – Registration Pilot

Please enter the REU IDs of all applicants to your summer 2019 REU Site program and indicate whether they were admitted to your program and whether they accepted your offer to participate. REU IDs are required for all applicants. Students receive these IDs when they register in the system. Please, do not review any application without an REU ID. If you receive an application without an REU ID, remind the applicant to first go to [url for webpage] to obtain his/her REU ID. You may enter information for a single applicant by clicking the “add new applicant” and then editing information in the table, as needed. To upload information for multiple applicants, please click “add/edit multiple applicants.”

## Add New Applicant – Registration Pilot

To add new applicants, the only element that is needed in the file is REU ID. The rest of the information can be provided at a later time by clicking “edit” on a record on the applicants table or through “add/edit multiple applicants”.

Applicant Name: [Pre-populated with REU ID from applicant module data]

Applicant Home Institution: [Pre-populated with REU ID from applicant module data]

Admission Decision:[drop down menu]

- Blank (default)
- Admitted
- Rejected
- Wait Listed
- Not Reviewed

Applicant Accepted Offer? [drop down menu]

- Not Applicable (default)
- Yes
- No

## Add/Edit Multiple Applicants – Registration Pilot

### Step 1: Download applicant file

Download all applicants displayed on the Applicants tab by selecting a file type and clicking the “download file” button.

### Step 2: Update the downloaded file

Any applicant information can be edited in the spreadsheet and uploaded. New applicants can also be added directly to the spreadsheet and uploaded. Once you are finished updating information in the spreadsheet, return to this screen to upload the updated file.

### Step 3: Upload the file

**Note:** Uploading this file will add new applicants to the table but will not delete any REU IDs currently displayed on the applicant table. To add new applicants, the only element that is needed in the file is REU ID.

Uploading this file will replace information (admissions and acceptance decisions) on existing applicants currently displayed on the applicants table. This action cannot be undone, but if necessary you can contact REUhelp@mathematica-mpr.com to attempt to retrieve prior data.

## Applicants Page– Common Application Pilot

### REU Site Applications and Admissions

[pre-populated [REU\_site] from “Site and PI info”]

The table below shows the applicants to your 2019 REU site. Please indicate whether each applicant was admitted to your program and if admitted, indicate whether he/she has accepted your offer to participate.

You may enter information for a single applicant directly in the table below. To upload information for multiple applicants, please click “edit multiple applicants.”

If you have uploaded a letter under the application info tab, you use the “send” feature in the table below to communicate your admission decisions to applicants.

### View Filtered Table [Collapse/Expand]

<b>All Data</b>	
<input type="checkbox"/> All	
<b>Demographic Characteristics [COLLAPSE / EXPAND]</b>	
<b>Gender</b> <input type="checkbox"/> All <input type="checkbox"/> Female <input type="checkbox"/> Male  <b>Race</b> <input type="checkbox"/> All <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific  Islander <input type="checkbox"/> White <input type="checkbox"/> Not reported  <b>Ethnicity</b> <input type="checkbox"/> All <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Unknown <input type="checkbox"/> Not reported	<b>Veteran Status</b> <input type="checkbox"/> All <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not reported  <b>Disability Status</b> <input type="checkbox"/> All <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not reported  <b>Citizenship Status</b> <input type="checkbox"/> US Citizen <input type="checkbox"/> US Permanent Resident <input type="checkbox"/> Neither US citizen nor US resident
<b>Educational information [COLLAPSE / EXPAND]</b>	
<b>Years of college completed by July 2019</b> <input type="checkbox"/> All <input type="checkbox"/> None (incoming freshman)	<b>College or University Sector</b> <input type="checkbox"/> All <input type="checkbox"/> Public

<input type="checkbox"/> 1 year of college (freshman) <input type="checkbox"/> 2 years of college (sophomore) <input type="checkbox"/> 3 years of college (junior) <input type="checkbox"/> 4 years of college (senior) <b>College or University Level</b> <input type="checkbox"/> All <input type="checkbox"/> 4-year (four or more years) <input type="checkbox"/> 2-year (at least 2 but less than 4 years) <input type="checkbox"/> Less than 2 years (below associate) <input type="checkbox"/> Missing	<input type="checkbox"/> Private not-for-profit <input type="checkbox"/> Private for-profit <input type="checkbox"/> Missing
<b>Application Status [COLLAPSE / EXPAND]</b>	
<b>Admission Decision</b> <input type="checkbox"/> All <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Waitlisted <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Missing	

## Edit Multiple Applicants Page– Common Application Pilot

### Step 1: Download applicant file

Download all applicants displayed on the Applicants tab by selecting a file type and clicking the “download file” button.

### Step 2: Update the downloaded file

Any applicant information can be edited in the spreadsheet and uploaded. New applicants can also be added directly to the spreadsheet and uploaded. Once you are finished updating information in the spreadsheet, return to this screen to upload the updated file.

### Step 3: Upload the file

**Note:** Uploading this file will add new applicants to the table but will not delete any REU IDs currently displayed on the applicant table. To add new applicants, the only element that is needed in the file is REU ID.

Uploading this file will replace information (admissions and acceptance decisions) on existing applicants currently displayed on the applicants table. This action cannot be undone, but if necessary you can contact REUhelp@mathematica-mpr.com to attempt to retrieve prior data.

## Participants Page

### REU Site Participants

The table below shows the names of the applicants who you previously identified as having accepted your offer to participate in the REU program at your Site. Please confirm that they participated and indicate how they were funded.

Participants of [Self-populated site name]

REU ID	Accepted Applicant Name	Accepted Applicant home institution	Participant Status <u>Participation codes</u> <sup>1</sup>
(pre-filled based on accepted offer from Applicant table)	(pre-filled based on accepted offer from Applicant table)	(pre-filled based on accepted offer from Applicant table)	<input type="radio"/> Missing (Default) <input type="radio"/> Participant fully funded with NSF REU funds <input type="radio"/> Participant partially funded with NSF REU funds <input type="radio"/> Participant fully funded with other funds <input type="radio"/> No Show <input type="radio"/> Dropout

### **Participation codes**

**Participant:** The student completed at least 160 hours of the REU experience. Please indicate whether participant is fully, partially, or not funded with funds from the NSF REU program.

**No Show:** The student did not come to the Site when the program started. Use this code for students who withdrew from the program before the program started or simply did not appear to the Site when the program started.

**Dropout:** The student attended the program but did not complete at least 160 hours of participation. Use this code for rare instances where a student had to discontinue attendance due to personal or disciplinary reasons.

### **Data Download Page**

#### **Data Download**

You may download all available data for applicants and participants to your site. You may also download a subset of the data by using the “Select Variables” and “Select Students” filters below.

#### **Select Variables [COLLAPSE/EXPAND]**

Select the variables you would like to download:
<b>All Variables</b>
<input type="checkbox"/> All
<b>List of variables available to download</b>
<ul style="list-style-type: none"> <li>• Registration Columns</li> <li>• Application / Participation status</li> </ul>

Select Students [COLLAPSE/EXPAND]

<b>All Students</b>	
<input type="checkbox"/> All	
<b>Application and Participation Status</b>	
<b>Application Status</b> <input type="checkbox"/> All <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Waitlisted <input type="checkbox"/> Not Reviewed <input type="checkbox"/> Missing	<b>Participation Status</b> <input type="checkbox"/> All <input type="checkbox"/> Participant <input type="checkbox"/> No Show <input type="checkbox"/> Dropout <input type="checkbox"/> Missing
<b>Demographic Characteristics</b>	
<b>Gender</b> <input type="checkbox"/> All <input type="checkbox"/> Female <input type="checkbox"/> Male  <b>Race</b> <input type="checkbox"/> All <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific  Islander <input type="checkbox"/> White <input type="checkbox"/> Not reported  <b>Ethnicity</b> <input type="checkbox"/> All <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Unknown <input type="checkbox"/> Not reported	<b>Veteran Status</b> <input type="checkbox"/> All <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not reported  <b>Disability Status</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not reported  <b>Citizenship Status</b> <input type="checkbox"/> US Citizen <input type="checkbox"/> US Permanent Resident <input type="checkbox"/> Neither US citizen nor US resident
<b>Educational information</b>	
<b>Years of college completed by July 2019</b> <input type="checkbox"/> All <input type="checkbox"/> None (incoming freshman) <input type="checkbox"/> 1 year of college (freshman) <input type="checkbox"/> 2 years of college (sophomore) <input type="checkbox"/> 3 years of college (junior) <input type="checkbox"/> 4 years of college (senior)  <b>College or University Level</b> <input type="checkbox"/> All <input type="checkbox"/> 4-year (four or more years) <input type="checkbox"/> 2-year (at least 2 but less than 4 years) <input type="checkbox"/> Less than 2 years (below associate) <input type="checkbox"/> Missing	<b>College or University Sector</b> <input type="checkbox"/> All <input type="checkbox"/> Public <input type="checkbox"/> Private not-for-profit <input type="checkbox"/> Private for-profit <input type="checkbox"/> Missing

## Data Reports Page

Data reports showing descriptive statistics from the pilot's applicants and participants will become available at the end of the 2019 summer. You will be notified by email when data reports are available. Stay tuned!

## Feedback Page

We want to hear from you!

Please share your experience using the REU Data System. We are interested in (1) what worked well, (2) what did not work well, and (3) what was missing (that is, functionality or information you wanted and was not available).

Please use the box below to share your comments or contact us at [reuhelp@mathematica-mpr.com](mailto:reuhelp@mathematica-mpr.com) or 1-800-232-8024. We welcome comments at any time!