

NSF REU Supplements Information Page

NSF Research Experience for Undergraduates (REU), Solicitation # 13-542

NSF's REU Supplements are a great way to incorporate the inclusion of undergraduate researchers to NSF funded projects. According to NSF, "Research experience is one of the most effective avenues for attracting students to and retaining them in science and engineering, and for preparing them for careers in these fields." **REU Supplements can be requested in new proposal submissions, or supplemented to existing NSF awards.** An REU Supplement request to an existing NSF award should be submitted if the need for the undergraduate student support was not foreseen or included in the original proposal submission. An REU Supplement request for existing awards should be submitted at least 60 days prior to when the research experience is planned to begin.

Typically, 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 consistent with the size and scope 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 allowable student costs include housing, meals, travel, and laboratory use fees, which may vary depending on location. Budget amounts for academic-year projects should be prorated accordingly.

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 REU Supplement activities must be included in the annual project report for the associated award. The term of an REU Supplement will mirror the project period of the associated NSF award.

Summary Guidance for REU Supplement preparation:

- 1) For an Investigator requesting supplemental funding to an existing award, **log into FastLane and choose "Award and Reporting Functions,"** and then **"Supplemental Funding Request."** Next, choose the award to be supplemented.
- 2) In the form entitled **"Summary of Proposed Work,"** state that this is a request for an REU Supplement.
- 3) In the form entitled **"Justification for Supplement,"** which is limited to 3 pages, include the following information:
 - the form and nature of each prospective student's involvement in the research project
 - the experience of the PI (or other prospective research mentors) in involving undergraduates in research, including any previous REU Supplement support and the outcomes for that support; and
 - 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.
- 4) If an REU student has been pre-selected, you may place a brief biographical sketch in Supplementary Documents.
- 5) **Budget Preparation:**
 - All student costs should be entered on **Line F (Participant Support Costs)** of the proposal budget.
 - **Indirect Costs:** 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.
- 6) The proposal sections that are required for an REU supplement are:
 - The Summary of Proposed Work
 - The Justification for Supplement
 - The budget
 - The budget justification
 - Supplementary documents (if applicable)

Additional Information:

The full text of the current REU Program Announcement is located here: [Solicitation # 13-542](#). Questions regarding the REU Program can be sent to ospoff@syr.edu and your OSP Research Administrator or OSP Director will respond to you.