**NSF REU General Guidelines**

**About**

Research Experiences for Undergraduates (REU) awards support intensive research by undergraduate students in any NSF-funded area of research. REU sites engage a cohort of students in research projects related to a theme. REU Supplements engage students in research related to a new or ongoing NSF research award.

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| General Information | |
| NOFO | [NSF-23-601](https://www.nsf.gov/funding/opportunities/reu-research-experiences-undergraduates/nsf23-601/solicitation) |
| Due Dates | Submissions are due the third Wednesday in August. |
| Project Period | New submissions should apply for three years of funding. Resubmissions may request up to five years of funding. |
| Budget Limit | For summer REU projects, the total budget request — including all direct costs and indirect costs — is generally expected not to exceed $1,550 per student per week. Typical REU projects support 8-10 students per year. These funds support student stipends, housing, meals, and travel. However, projects that involve exceptional circumstances, such as international activities, field work in remote locations, a Research Experience for Teachers (RET) component, etc., may exceed this limit. |

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| Formatting Information | |
| Document | PDF only |
| Font type and size | Arial, Courier New, Palatino Linotype at a font size of 10 points or larger; or Times New Roman or Computer Modern, 11 points or larger. |
| Margins | Minimum 1 inch on all sides. |
| Other formatting | [Link to additional formatting instructions.](https://www.nsf.gov/pubs/policydocs/pappg22_1/index.jsp) |

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| Required Proposal Documents | |
| Project Summary | (1 page) Concise description of the project's objectives, activities, students to be recruited, and intended impact including sections titled Overview, Intellectual Merit, and Broader Impacts.   1. Overview: Must begin with the following list of Project Elements  * New REU Site, or renewal of previously funded REU Site (provide previous NSF Award Number)? * Project title (as shown on Cover Sheet): "REU Site: ..." * Principal Investigator: * Submitting organization: * Other organizations involved in the project's operation: * Location(s) (universities, national labs, field stations, etc.) at which the proposed undergraduate research will occur: * Main field(s), sub-field(s), and keywords describing the research topic(s): * No. of undergraduate participants per year: * Summer REU Site, or academic year REU Site?: * No. of weeks per year that the students will participate: * Does the project include an international component or an RET component?: * Name, phone number, and e-mail address of point of contact for student applicants: * Web address (URL) for information about the REU Site (if known):  1. Intellectual Merit: Focus on the quality of the student research experience and its potential contribution to their education and career development. Discuss how the research itself will foster growth and understanding in the participating students. 2. Broader Impacts: Explain how the research will more broadly benefit society. This could include detailing contributions to STEM education, enhancement of research infrastructure, preparation of the scientific workforce, or improvement of scientific literacy. |
| Project Description | (15 pages) The Project Description of an REU will detail the proposed program, research, environment, student recruitment and mentorship, and program assessment.  The Project Description should include the following elements:   1. Overview: Provide a brief description of the objectives of the proposed REU Site, targeted student participants, intellectual focus, organizational structure, timetable, and participating organizations' commitment to the REU activity. 2. Nature of Student Activities: Provide detailed descriptions of the research projects students will engage in along with the significance or theoretical framework for the research. 3. Research Environment: Describe the history and characteristics of the university regarding undergraduate research. Include information on the history and record of undergraduate mentorship, including publications with undergraduate authors, for the PI and participating faculty. 4. Student Recruitment and Selection: Describe the plan for recruiting students for the program, including the types of institutions that will be targeted for recruitment and how efforts will be made to attract students from different backgrounds. Describe the mechanism for receiving applications. All students must be U.S. citizens, nationals, or permanent residents and the majority of participants must be from outside the host institution. 5. Student and Mentor Professional Development and Expectations of Behavior: This subsection should describe (1) plans for student professional development, including training in the responsible and ethical conduct of research; (2) how research mentors have been or will be selected; (3) the training, mentoring, or monitoring that research mentors have received or will receive to help them mentor students effectively during the research experience; and (4) the REU Site's plans for communicating information on expectations of behavior to ensure a safe, respectful, inclusive, harassment-free environment for all participants. 6. Describe the plan to measure qualitatively and quantitatively the success of the project in achieving its goals, particularly the degree to which students have learned and their perspectives on science, engineering, or education research related to these disciplines have been expanded. 7. Results from prior NSF support should be provided, if applicable.  * *Broader Impacts* – For the NSF Research Experiences for Undergraduates (REU) program, broader impacts are the potential societal benefits of the research experience, extending beyond mere knowledge advancement. Proposals must explicitly detail how the REU will contribute to specific desired societal outcomes, and reviewers evaluate these plans based on five criteria: the potential societal benefit, the creativity and originality of the activities, the soundness of the execution and assessment plan, the team's qualifications, and the adequacy of available resources. Typical outcomes expected for REU broader impacts include recruiting and supporting diverse students from underrepresented groups in STEM, improving STEM education at various levels, developing a diverse and globally competitive workforce, increasing public scientific literacy, and enhancing the research and education infrastructure. The broader impacts should be meaningfully integrated into the research project, not treated as a separate add-on, and should feature a specific, well-planned strategy with clear goals and metrics for success.   See the solicitation and [PAPPG](https://nsf-gov-resources.nsf.gov/files/nsf24_1.pdf?VersionId=ImnVCR.NDkOKTGKuDHHmterZQY3cXEDn) for further guidance. |
| References Cited | (no page limit) Complete listing of the references cited in the Research Strategy. |
| Biographical Sketches | (5 pages per person) Required for PIs and Co-PIs Should include both research and educational activities and accomplishments. Must adhere to [specific biosketch formatting requirements](https://www.nsf.gov/funding/senior-personnel-documents#biographical-sketch-0bd). Should be prepared using [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/). |
| Synergistic Activities | (1 page) Required for the PI and Co-PIs. Must include a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities (both research and education) that focus on the integration and transfer of knowledge as well as its creation.  Examples may include:   * innovations in teaching and training; * contributions to the science of learning; * development and/or refinement of research tools; * computation methodologies and algorithms for problem-solving; * development of databases to support research and education; * the participation of groups underrepresented in STEM; * participation in international research collaborations; * participation in national and/or international standards development efforts; * and service to the scientific and engineering community outside of the individual's immediate organization. |
| Current & Pending Support | (no page limit) Required for the PI and Co-PIs. Should adhere to [specific formatting requirements](https://www.nsf.gov/funding/senior-personnel-documents#current-and-pending-other-support-5db). Should be prepared using [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/). |
| Collaborators and Other Affiliations | Provide information about collaborators and other affiliations for the PI, Co-PIs, and all research mentors. Must use [COA template](https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx). |
| Facilities, Equipment, and Other Resources | (no page limit) A detailed description of the facilities (lab, computer, animal) and resources (supplies, space, time, funding) that support the capability to complete the proposed research. |
| Budget | See above for details on the budget. Project costs must predominantly provide student support. When preparing proposals, PIs are encouraged to consult the discipline-specific web pages (for units that have them) or to contact the appropriate disciplinary REU program officer (see <https://www.nsf.gov/crssprgm/reu/reu_contacts.jsp>) with any questions about the budget or the appropriateness of charges in it.  Budgets should be drafted by the PI, refined and approved by ORSP, and submitted to the NSF by ORSP. |
| Budget Justification | (limit 5 pages) Provides a detailed breakdown of proposed spending in each category as well as a justification supporting the numbers provided in each budget category. |
| Data Management Plan | (limit 2 pages) Detail how the data generated by the proposed research will be managed. Specifically describe the types of data expected, policies for accessing the data, and plans for archiving the data. |

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| If Applicable/Optional Proposal Documents | |
| Mentoring Plan | (1 page) Required for proposals requesting funding support for post-docs or graduate students. Must describe the mentoring activities that will be provided to all post-docs and graduate students supported by the proposal if awarded. |
| Letters of Collaboration | If the project involves collaborative arrangements of significance, these arrangements should be documented through letters of collaboration (limit 10). Letters of collaboration should be limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project. Letters of collaboration should follow the single-sentence format:  “If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by the NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment or Other Resources section of the proposal.” |