2020 REU DATA SYSTEM SCREENSHOTS FOR COMMON APPLICATION

- Applicant module
A. Common application screenshots: Applicant module

The purpose of this document is to show how students use the REU Data System to submit applications to up to 10 Sites participating in the REU program.

1. Home page

Applicants access general information about the REU program and the application process through the home page.
2. Login page

Applicants select “register” under the Students header to access the login page.
3. **Create an account**

Applicants enter required information to set up their accounts.

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**Registration**

- **First Name**
- **Middle Name**
- **Last Name**
- **Date of Birth (mm/dd/yyyy)**

NSF requests date of birth for the purposes of obtaining educational data from the National Student Clearinghouse and contacting applicants in the future to participate in program evaluations or research studies.

- **E-mail Address**

Emails are the primary mode of communication used by the REU administrators. Please provide a current e-mail address where you can be reached regarding your REU application.

- **Password**
- **Confirm Password**

Password length must be between 8 and 20 characters. The password must meet the following requirements:

1. At least one lowercase letter
2. At least one uppercase letter
3. At least one number
4. At least one of the following special characters: #, $, %, &, @, (, )
4. Rules of behavior and notice

Applicants review the rules of behavior and the notice shown on the screen before selecting “SUBMIT,” which signals that they both accept the rules of behavior and acknowledge the notice. This action will generate an email that will be sent to each applicant with their REU ID.

Eligibility 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. By submitting an application through this system you are hereby certifying that you meet all eligibility requirements for the REU program.

☐ I acknowledge the eligibility requirements

Rules of Behavior
This computer system is the property of the National Science Foundation (NSF) of the Federal Government. Any system activity may be monitored and any information stored within the system may be retrieved and used by authorized personnel for law enforcement, management, routine system operations, or other purposes. By using this computer system, you are consenting to such monitoring and information retrieval and use.

Unauthorized use of the system, including disclosure of information covered by the Privacy Act or other sensitive information, or attempts to defeat or circumvent security features, is prohibited and could result in disciplinary action, civil and/or criminal penalties. Users should be aware that they have no expectation of privacy when using the NSF provided computer system (including any removable media used in conjunction with the system), accessing the Internet, or using electronic mail systems.

All information maintained within or retrievable through the NSF computer system, including electronic mail files, may be reviewed and retrieved by the Department of Homeland Security, NSF officials who have a legitimate reason to do so when authorized by the Director or Deputy Director, or by the Inspector General.

☐ I acknowledge the rules of behavior

Notice
An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-0248. Public reporting burden for this collection of information is estimated to average 0.5 hours per respondent. Submit an application, including the time for reviewing instructions. Burden estimates for principal investigators is 0.5 hours to register and 8.9 hours to record admissions decisions and program attendance. Send comments regarding the burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne Flippin
Reports Clearance Officer
Division of Administrative Services
National Science Foundation
Alexandria, VA 22314

Please note that information provided through the REU Data System will be used for admissions decisions, audits, and research and evaluation purposes. All applicants' information will be maintained in accordance with the requirements of the Privacy Act of 1974. No personal information will be released to the public.
5. “Your progress” page

Applicants view their progress by selecting “YOUR PROGRESS.”

Returning users: The REU Data System will be available for summer 2020 REU applications in mid-November 2019. If you previously submitted a summer 2019 application, some information will be pre-populated in your summer 2020 application for your convenience.

Registration Progress
- Personal info: Complete
- Demographic info: Complete
- Current enrollment: Complete
- Additional info: Complete

Application Progress
- Additional info cont’d.: Incomplete
- Site selection: Incomplete
- Application materials: Incomplete
- Personal statement: Incomplete
- Transcript: Incomplete
- CV or resume: Incomplete
- Reference letters: Incomplete

*Certify & submit will display “Complete” after submitting your first application. If you are applying to more than one site, click Certify & submit to verify that you submitted applications to additional sites as well.
6. Personal information

Applicants provide additional personal information in step 1. The information already provided through the login page will prepopulate automatically.
Contact Information

Primary email address

testceci@yopmail.com

Alternate email address

testceci@yopmail.com

Please provide another email address. This should be a nonuniversity email address that you are likely to retain after graduation.

Cell phone number

9999999999

Please provide a current mobile phone number where you can be reached in case we need to contact you regarding your application.

Current Mailing Address

Country

United States of America

Street address 1

12 laguna road

Street address 2

City

golista

State

CA

Zip code

93117
Permanent Mailing Address

☐ My parents reside at separate addresses

Parents' contact information

Country
- United States of America

Street address 1
- 222 High road

Street address 2

City
- New York

State
- NY

Zip code
- 10012

☒ This is my permanent address

Other Contact Information

Please provide links to any of the following social media you have. We will only use your social media to follow up with you in the future.

Facebook

LinkedIn

Twitter

SAVE  SAVE AND CONTINUE
7. **Demographic information**

Applicants provide demographic information in step 2.

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**Demographic Information**

NSF seeks to increase participation in its activities among groups that are under-represented in science and engineering, such as women, minorities, people with disabilities, veterans, and others.

Help NSF measure progress in achieving this goal by providing the demographic information requested below. Collection of this information is authorized by the NSF Act of 1950, as amended.

Providing demographic information is voluntary and is not a precondition of award. On grounds of race, color, age, sex, national origin or disability, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving financial assistance from NSF.

Please provide the following information about yourself:

**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

**Ethnicity**

Please select one of the following

- Hispanic or Latino
- Not Hispanic or Latino
- Unknown
- [ ] I do not wish to provide this information
**Gender**

Please select one of the following

- Male
- Female
- I do not wish to provide this information

**Veteran Status**

A veteran is "a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable" (38 CFR).

Please select one of the following

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

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

This question is designed to help us better understand the career paths of individuals with specific functional limitations.

Mark one answer for each item.

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>None</th>
<th>Slight</th>
<th>Moderate</th>
<th>Severe</th>
<th>Unable to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEEING words or letters in ordinary newsprint (with glasses/contact lenses, if you usually wear them)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEARING what is normally said in conversation with another person (with hearing aid, if you usually wear one)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WALKING or using stairs without human or mechanical assistance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIFTING or carrying something as heavy as 10 pounds, such as a bag of groceries?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONCENTRATING, REMEMBERING, or MAKING DECISIONS because of a physical, mental, or emotional condition?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I do not wish to provide this information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[SAVE] [SAVE AND CONTINUE]
8. Current enrollment

Applicants provide information about their current studies in step 3.

Current Enrollment Information

College or University

The institution at which you are currently enrolled for most of your courses.

<table>
<thead>
<tr>
<th>Name</th>
<th>Geographical</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>College or university</td>
<td></td>
</tr>
</tbody>
</table>

☐ I cannot find my institution on the list
☐ I am not currently enrolled at a college or university

Enrollment Status at This College/University

Please select one of the following

☐ Full-time
☐ Part-time
☐ I am not currently enrolled

Degree Program at This College/University

Please select one of the following

☐ Associate’s degree
☐ Bachelor’s degree
☐ Other degree
☐ None of the above. I am just taking courses
Fields of Study at this College/University

Major or primary field of study
Please select one of the following

- Agriculture Business and Production
- Agricultural Sciences
- Architecture/Environmental Design
- Biological/Life Sciences
- Business Management/Administrative Services
- Communications
- Computer and Information Sciences
- Conservation and Renewable Natural Resources
- Criminal Justice/Protective Services
- Education
- Engineering
- Engineering-Related Technologies
- Languages, Linguistics, Literature/Letters
- Health and Related Sciences
- Home Economics
- Law/Prelaw/Legal Studies
- Liberal Arts/General Studies
- Library Science
- Mathematics and Statistics

Second Major (if applicable)
Please select one of the following

- (Please select)

And then select one of the following

- (Please select)

Minor (if applicable)
Please select one of the following

- (Please select)

And then select one of the following

- (Please select)
Expected Date of Bachelor’s Degree Completion

If you are enrolled in a 4-year institution, or you are enrolled in community college and plan to transfer to a 4-year institution, please enter the date that you expect to graduate from the 4-year institution with a bachelor’s degree.

Completion date (MM/YYYY)

☐ I do not intend to complete a bachelor’s degree

Expected Class Standing at the Beginning of the Fall 2020 Term

Please select one of the following:

○ Incoming freshman (high school applicant)
○ Freshman
○ Sophomore
○ Junior
○ Senior
○ 4th year of a 5-year program
○ Other, please explain:
○ Teacher applying to Research Experiences for Teachers (RET) in Engineering and Computer Science program

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9. Additional information

Applicants provide additional information in step 4.

## Additional Information

### How are you financing your undergraduate degree(s)?

When answering this question, please consider the financing for the cost of tuition, room and board, fees, books and supplies. 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

<table>
<thead>
<tr>
<th>Financial assistance from parents, spouse, other relatives: not to be repaid</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial assistance from your employer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial assistance from the Veterans Educational Assistance Act</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans from parents or other relatives: to be repaid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans from the school you attended, banks, federal or state government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition waivers, fellowships, grants, scholarships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistantships or work study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earnings from employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What is the highest level of education completed by your parents or guardians?

Mark one item for each parent or guardian.

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

Which of the following best describes your parents’ or guardians’ occupation?

(Please select)

- Biological/Life Scientists
- Clerical/Administrative Support Occupations
- Clergy/Other Religious Workers
- Computer Occupations
- Consultants
- Counselors
- Engineers/Architects
- Engineering Technologists/Technicians/Surveyors
- Farmers/Foresters/Fisherman
- Health Occupations
- Lawyers/Judges
- Librarians/Archivists/Curators
- Managers and Supervisors, First-Line
- Managers, Top-level Executives/Administrators
- Managers, Other
- Management-Related Occupations
- Mathematical Scientists
- Physical Scientists
- Research Associates/Assistant
Father or male guardian
(Please select)

How did you hear about the REU program?
Select all that apply
- Professor
- Friend
- Internet
- Career fair
- Other
- I do not wish to provide this information

To which discipline of the REU program are you applying?
Select all that apply
- Biological sciences
- Engineering
- Mathematical sciences
- Earth sciences

Contact Info
1-800-232-8024
reuhelp@mathematica-mpr.com

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10. Site selection

Applicants select the Sites to which they will submit applications in step 5.
11. Application materials

Applicants submit additional application materials and information in step 6.

Application Materials

Personal Statement

Please enter a personal statement (limit 5,000 characters) describing your academic and career goals and how the REU program will help you achieve these goals. Please note that this personal statement will be shared with all Sites to which you apply.

Supporting Documents

Transcript

Please upload your transcript as a PDF file.

Browse Delete

CV or resume

Please upload your CV or resume as a PDF file.

Browse Delete

Additional Questions

Some Sites to which you are applying may request additional Site-specific information. Please read the following message(s) from your selected Site(s) regarding any additional required application materials.

SAVE SAVE AND CONTINUE
11. References

Applicants submit contact information for two references.

Letters of Reference

You must obtain two letters of reference to complete your application. Your letters of reference are due by the last day of your selected REU Sites' application period. These letters of reference will be shared with all REU Sites to which you apply.

To request a letter of reference:

1. Enter contact information below for two individuals who will provide letters of reference for you. Click the “Save” button once you have completed all fields for an individual.

2. Click the “Send Email” button. The system will send an email to your referee requesting that they fill out short reference form online. We strongly encourage you to alert the individuals that they will receive an email from noreply@nsf.reu asking them to fill out a reference form and provide the deadline.

To send a referee a reminder email: You may send each individual referee a reminder email by clicking the “Send Email” button. The system will disable the button if a referee has been emailed within the previous 24 hours.

To select a new referee after sending an initial invitation:

1. If a reference form has not been submitted, you may select a new referee. To do so, click the “Delete Reference” button. When you delete a referee, their online reference form will be disabled and they will receive an email notifying them you have withdrawn your request for a letter of reference.

2. Repeat the steps outlined in “To request a letter of reference.”
12. Certify and submit

Applicants certify that the information provided is accurate and submit their applications in step 7. If information is missing or failed to pass validation checks, applicants will use this page to return to the flagged sections and make corrections.
If there are no errors, applicants can submit the application(s).