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**NSF REU Project Description Template**

# Project Description Requirements

Project descriptions for the NSF Research Experiences for Undergraduates (REU) program must be no more than 15 pages in length and include separately labeled “Intellectual Merit” and “Broader Impacts” sections. Other sections of the REU project description include:

1. Overview
2. Nature of Student Activities
3. The Research Environment
4. Student Recruitment and Selection
5. Student and Mentor Professional Development
6. Project Evaluation and Reporting
7. Results from Prior NSF Support (if applicable)

Requirements listed in the REU solicitation override those in the [NSF PAPPG (22-1)](https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg). When writing your project description, reference both the REU solicitation and NSF PAPPG to ensure that all requirements and guidelines are being followed.

Some NSF directorates/divisions have specific expectations for REU proposals. Please consult with your REU Program Officer for any directorate/division-specific expectations and guidelines.

# Project Description Template

Below is a project description template meant for PIs to use as an example and guide when writing their REU proposals. When using this template, you may fill in information that is specific to your pro

# 1 Overview

What are the goals and objectives of the REU site project? How is TAMU-CC unique to host an REU site (HSI status, coastal location, etc.)? What university college(s) and department(s) will be involved in the REU? Who will be leading the REU?

# 2 Nature of Student Activities

## 2.1 Ongoing Research Activities

What is the research area of focus? What activities are currently being implemented for research? What research collaborations already exist? What research activities serve as a background for the REU project?

## 2.2 Research Projects and Students Activities

What is the overall goal of the REU site? What is the significance of the projects and activities? How many participants will be working on each project?

**Project #X: “Title” (Mentor: Name)**

**Background:** How does project this fit into the theme of the REU? Why is the project significant to the research being conducted? What existing information or research is already being done?

**Problem Description:** What is the problem that this project is addressing? How will the project be completed? What kind of equipment will be used? What are some possible outcomes for this project?

**Student Research Activities:** REU student participants will:

* Task 1
* Task 2
* Task 3
* Etc.

**Student Background:** What skills, programs, etc. do students need to have previous experience in to be able to complete project.

## 2.3 Opening Week of the Program

What will happen during the first week of the program to engage students in the REU site? What information or documents will be given to participants (I.e. TAMU-CC identification documents, orientation packets)? How will faculty interact with students?

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| **Day** | **Time** | **Activity** |
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What activities will students partake in during the first week?

**Activity.** Where will this activity take place? What will the students be doing? Who will be involved? Why is this activity important?

# 3 The Research Environment

## 3.1 University Resources

What resources on campus will enhance the research being done at the REU site? What does TAMU-CC already offer that will meet the needs of students for their research?

## 3.2 Departmental Resources

What laboratories and equipment does the department already have for students to use? What software is available for students to use? What work space and technology will be provided to students?

## 3.3 Mentors of Undergraduate Researchers

**Mentor Name,** What is this person’s role in the REU site? What experience do they have to be able to serve on an REU site? What are their research areas? Have they won any recent grants?

# 4 Student Recruitment and Selection

## 4.1 Recruitment Targets

What will be the target population for recruiting undergraduate students? What are the demographics and statistics surrounding this population? How will you advertise your REU site? How will students apply to the REU site?

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| **Institution** | **%Hispanic** | **Institution** | **%Hispanic** |
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## 4.2 Program Organization Timeline

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| **Tentative Date** | **Activity** |
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## 4.3 Selection of Students

How will you determine which applicants will participate in the REU? What will the application process be? What criteria will students have to meet in order to be eligible (I.e. GPA requirement, letters of recommendation, etc.)? Will the students have to provide an example of academic writing or a letter of research interest? How will applicants be notified of acceptance/non-acceptance?

# 5 Student and Mentor Professional Development

## 5.1 Student Training

What trainings will the students take regarding responsible and ethical research?

## 5.2 Mentor Training

What trainings will mentors receive in order to oversee undergraduate students?

## 5.3 Behavior Expectations

How will behavior expectations be communicated to all participants (students and mentors)? Will students and mentors undergo any training or presentations that discuss campus policies, appropriate conduct, and possible repercussions of inappropriate or illegal behavior? How will mentors ensure that everyone involved is held accountable to these standards?

# 6 Project Evaluation and Reporting

Who will be facilitating the evaluation? Will your project be internally or externally evaluated (or both)? What best practices and methods will be used during the evaluation(s)? What kind of data will be collected? Who will be involved?

## 6.1 Evaluation Plan of the REU Program

How will the progress of the REU site be evaluated? What tools or resources will be used to collect quantitative and qualitative data? Will any interviews be conducted? How often will evaluations be conducted? Will REU alumni be contacted for follow-up evaluations?

## 6.2 Dissemination Plan

How will the REU projects contribute to the knowledge and experience in its specific area of research? What kind of data will be collected? How will that data be reported? Will results be presented at conferences? Will results be published in scientific journals? How will the pedagogical and administrative results be published?

# 7 Intellectual Merit

What potential does the REU site have to advance knowledge in its research area?

# 8 Broader Impacts

How will this project advance scientific knowledge? Will this project provide opportunities for women, people with disabilities, and underrepresented minorities to fully participate in STEM? Will this improve STEM education and/or public engagement? What other socially relevant outcomes will be produced through your project and the proposed activities?

# 9 Results from Prior NSF Support (if applicable)

What are the results of previous NSF support for REU sites (if applicable) for the PI or at the university?

**Name**. **Award Number:** Project Title, MM/DD/YYY-MM/DD/YYY. Award Amount. Intellectual Merit: (Description). Broader Impacts: (Description). Projects and Data Management Plan: (Description).