This page has been left blank for double-sided copying.
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.

![Home page screenshot](image-url)
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.

![Registration Form](image)

- **First Name**
- **Middle Name**
- **Last Name**

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

- **Date of Birth (mm/dd/yyyy)**

    Emails are the primary source of communication used by the REU administrators. Please provide a current email address where you can be reached in case we need to contact you regarding your REU application.

- **E-mail Address**
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 capital letter
3. At least one number
4. At least one of the following special characters: #, $, %, &, \, @, \,

Please answer a few security questions.
These may be used in the future to retrieve your REU ID or password.

What city would you most like to visit?

Who is your favorite person?

What was your favorite teacher's name?

What is your favorite movie?
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.

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.

By clicking “Submit,” I certify that I have read and accept 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 for applicants to register and 12 hours to 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 Plimpton
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.”
6. Personal information

Applicants provide additional personal information in step 1. The information already provided through the login page will pre-populate automatically.

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**Personal Information**

You provided some information included in this section when requesting an REU ID. Please update and provide additional information as needed.

- **First name**
- **Middle name**
- **Last name**
- **Suffix**
- **Previous last name**
- **Date of birth (mm/dd/yyyy)**

02/28/1995

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

**Citizenship**

To be eligible for the NSF REU program, you must be a citizen or permanent resident of the United States by the time the program starts. If you do not meet this requirement you may still be considered for participation under other sources of funding available at the REU Site.

Please select one of the following:

- Citizen or national of the United States
- Permanent resident of the United States
- Neither a citizen/national nor a permanent resident of the United States
- I do not wish to provide this information
Contact Information

Primary email address

Alternate email address

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

Cell phone number

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

(Please select)

Street address 1

Street address 2

City

Region

Zip code
Permanent Mailing Address

☐ My parents reside at separate addresses

Parents’ contact information

Country

(Please select)

Street address 1

Street address 2

City

Region

Zip code

☐ 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
7. Demographic information

Applicants provide demographic information in step 2.

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</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>
8. Current enrollment

Applicants provide information about their current studies in step 3.
Primary Field of Study at This College/University

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

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

Class Standing in College/University as of July 2019

Please select one of the following:

- Incoming freshman
- 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

SAVE  SAVE AND CONTINUE
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?

Mother or female guardian

(Please select)
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
1.800.233.0034
reu.help@mathematica-mpr.com
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.
Reference 2

First name

Last name

Position

Institution

Phone

Email

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.
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).

<table>
<thead>
<tr>
<th>REU Site Name</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>REU Site: Test Site in Engineering, Test in Engineering</td>
<td>Submitted</td>
</tr>
</tbody>
</table>