

# Texas State Procedures for NSF Research Experience for Undergraduate (REU) Grants

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## Program Summary

The Research Experiences for Undergraduates (REU) program supports active research participation by undergraduate students in any of the areas of research funded by the National Science Foundation. REU projects involve students in meaningful ways in ongoing research programs or in research projects specifically designed for the REU program. An REU Site consists of a group of ten or so undergraduates who work in the research programs of the host institution. Each student is associated with a specific research project, where he/she works closely with the faculty and other researchers.

## REU Award Package

REU participants' costs related to housing and meals, travel to and from Texas State, and a stipend for living expenses are paid directly or reimbursed by the university while the students are participating in the REU program at Texas State. In addition, the participants receive access to the university library and computing services while enrolled in the program. All other incidental expenses, including campus recreational facilities, are the responsibility of the participant.

Participants will be given non-compensatory stipends and reimbursements that have not been subjected to federal income tax withholding. Students will not receive an IRS Form 1099-MISC or IRS Form 1098-T because the non-compensatory stipends are not reportable. However, the non-compensatory stipends are taxable, and other payments may be as well. Participants should consult their tax professional for tax advice to determine if they are required to report all or a portion of the payments received as income when filing their personal income taxes.

## Processes and Procedures

### Housing

During the proposal process, the Principal Investigator (PI) should indicate in writing to the Office of Research and Sponsored Programs (ORSP) the number of dorm bed nights needed for the program. Two options exist for securing dorm rooms. The first option is for the program to pay for the use of dorm space. In this case, the PI must work directly with Residence Life for reservations, providing notification of the arrangements to ORSP. The second option is for the PI to apply for the limited number of unpaid dorm beds provided for sponsored programs by Residence Life. Once the application for these rooms is received, ORSP will request the spaces from Residence Life. Upon award, the PI must finalize the reservation with Residence Life to schedule the use of this space.

### Parking

On-campus participants will be eligible to purchase a commuter/perimeter permit for the summer which allows them to park in residence hall and perimeter spaces. If the grant is paying for the permits, an e-IDT can be prepared by Parking Services. Please contact [Parking Services](#) for assistance.

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## **Meal Plans**

To secure meal plans for the participants, the PI must work directly with Auxiliary Services and provide notification of the arrangements to ORSP.

## **Net IDs**

Guest Net IDs can be requested for temporary users and must have a sponsoring faculty or staff member. A Guest Net ID allows login access to a computer on the TXSTATE domain and to use the secure WPA wireless network. Guests are not given access to Texas State email. A Guest Net ID Request is found on the ITAC webpage, <https://itac.txstate.edu/forms.html>.

## **Vendor Numbers**

Participants are not employees of the university and do not have appointments created in SAP, therefore vendor ID numbers must be created. Please use the Payment Works ( <https://www.txstate.edu/gao/procurement/resources/VENDOR-Self-Service.html> ) to generate a vendor number. Payments to the participant will be made using this number.

## **Stipend Payments**

Weekly stipends can be set up using the Recurring Payment Process. A [Request for Recurring Payments Form](#) must be set up for each participant and attached to the Purchase Requisition to ensure the recurring payments will occur. Once the Request for Purchase Order has been approved with the completed Request for Recurring Payment form attached, payments will be processed by Accounts Payable.

## **Travel Reimbursement**

Prior to any travel, a travel Funds Commitment (FC) should be created, using the participant's vendor number to establish authorization to travel and authorization for reimbursement. The Travel Assistant assigned to the REU program will assist with the creation of the FC. The instructions for this process can be found at [SAP Travel Funds Commitment](#). The Form T-10 must be attached to the FC and may be found through the Travel Office website on the [Forms](#) webpage.

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With an approved travel FC, charges for airfare, bus, rail, rental vehicles, and some hotels may be paid directly (direct billing) by Texas State on-behalf of the participants. Where direct billing is not possible, participants may receive reimbursement by having an e-NPO Travel Expense Report created by the Travel Assistant with the REU program. The procedures for this process are located at [Travel e-NPO](#).

Please refer to the [Travel Office](#) website for more information. The Travel Office may also be contacted at 5-2775 or [travel@txstate.edu](mailto:travel@txstate.edu) for assistance.

## **Library Access**

Program participants can access the Alkek Library with a PLID and user ID.

## **Financial Aid and Scholarships Reporting**

For students enrolled at Texas State, the PI will need to provide to Financial Aid and Scholarships, as early as possible, each grant recipient's name, PLID, and total award amounts per corresponding semester. These grant amounts will then be taken into consideration when awarding or adjusting a student's financial aid package to ensure compliance with applicable federal and state financial aid rules and regulations.

Notification should be sent to each participant informing them of the potential tax liabilities of receiving payments from the grant and their obligation to report the payments received under the grant to their home school's Financial Aid Office.

The offices of Payroll and Tax Compliance, Financial Aid, and General Accounting have prepared a communication that satisfies the notification requirement. Please provide the [Tax and Financial Aid Considerations for REU Participants](#) communication to all participants.

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