

Notes from Summer 2025 REU/SURE meeting on Friday, January 24th, 2025:

Office of Undergraduate Research (UGR):

Introductions: Annabelle Aymond Interim Associate Director; Sydney O'Brien Program Coordinator; Lindsey Wentz Program Coordinator.

LAUNCH has separated into three offices. Office of Undergraduate Research (UGR) still works closely with Honors Academy and Office of National Fellowships. Other folks in the LAUNCH group have been embedded within those three groups.

All three groups will be undergoing building maintenance, and we will be in other locations once renovation starts for a few weeks. ugr@tamu.edu email will be the best way to reach us.

It is good to understand where funding is coming from for TAMU students or non-TAMU students. Some information in the packet will be applicable to different programs for different reasons.

Scholarships and Financial Aid:

Allie Kalinec Associate Director.

Please refer to slides to links for resources. There is a spreadsheet with information for students enrolled at TAMU or not enrolled.

New process for REU is on the website. There is Google doc to fill out. You will need to know student UIN and amount of reward. Send to Student Business Services (SBS) and it will post to student account. If enrolled in summer use SPARTA or a scholarship payment request. This is for summer only. Determine if student is enrolled or not. They may need to pay a bill.

Google doc will be available mid-May. Payment request once a week no later than 5pm every Monday. Refund is usually 3-5 business days. Email notenrolledREU@tamu.edu with questions.

Do folks have to submit payments once a week for their students? Payments do not have to be all at once. Be sure to use the correct detail code.

If your students are paid bi-weekly, submit payment requests biweekly. If there is a bill on the student account, the funds will go towards the bill automatically. If the Fall bill is already there, the funds will go towards the Fall bill.

What is the date for Fall bill disbursement? This is not a known date. SBS will provide this date in July 2025.

Senate bill 17 reminders: make sure departments are in compliance with this bill when setting up scholarships. Double check how you set up scholarships. It doesn't matter where the funding comes from.

If looking for more information about this, take a look at page 5 in the packet.

Go through Scholarships and Financial Aid when admitting enrolling students and paying stipends.

Contact Elizabeth Costea or Allison Kalinec with questions about these processes. When administering REU, the financial aid packages could change. Discuss this with the students. Discuss their reward letter with them if needed.

The cost of attendance is not going to be increased. They can request more funding, but it can't be related to the REU program.

Residence Life:

REU housing is moving to balcony style housing, north campus. They will still be single rooms. There will be swipe access. The student will have to swipe into first floor to get to other floors. Southside, Westside housing, and alternate housing will not be available for REU groups this year.

Amenities for northside: computer lab, game room, music rooms, Sbisa dining hall, courts and outdoor grills. All res halls are furnished, cable, card access, provide toilet paper for suite style rooms, wi-fi, group study, quiet hours, kitchens, laundry. FHK and Schumacher halls on the northside include twin beds, vanity, desk, closets and shelves. Bathrooms and units are not cleaned but toilet paper is provided. \$30 per person per night. Microchills offered to rent for extra costs. \$124.99 for 10-week semester. There is a list of what to bring and what not to bring. No camping stoves, candles, hot plates, pets, extension cords without circuit breakers. Students can secure parking permits.

Important notes about Check-in: Check in will happen May 23 – May 26. Students can only check in during business hours between 8am-5pm.

If the student checks in after 5pm, a sponsor should pick up the keys, or someone from the program or department should issue/pick-up keys for the student.

If the student does not check in before 5pm and there is not a representative on campus who can assist, the student will have to wait until the next business day to check in on their own.

Work with the student to set a travel/arrival window to make sure they can check in within the timeframe or designate a representative who can check in for them.

Here is a link to Res Life REU summer information: <https://reslife.tamu.edu/research-experience-for-undergraduates/>

Admissions:

May 1st is the deadline for non-TAMU or non-degree seeking students to apply. Waiver is good for 5 years.

Registrar:

Tracking course TAMU 499, 0 credit hours. If student is receiving external funds, they should enroll in TAMU 499.

UGR does not have registration access.

Student Business Services:

Toni Flores – contact if students have issues with their bills.

Automatic process should take care of student bills.

SBS is becoming stricter with late fees. Contact UGR or SBS if student is enrolling late.

Tax and compliance:

If there are specific questions about taxable stipends, reach out to this office.

University Health Services:

If students do not pay for the services they receive at the health center, the fees will post to their student accounts.

ISSS:

International students are not US citizens or green card holders. Make sure they check in with ISSS to make sure they are compliant with immigration status. They are required to have health insurance. They might be charged for health insurance.

Contact Jie Fan with any questions. They are active on teams and can offer a quick response.

Education Abroad:

Reach out to EA to discuss if creating a new program. Make sure to have two program leaders. When prepaying, make sure to work with approved vendor. If student found own research experience, have them still check in with EA. They will help student through registration and predeparture process.

Clery Act Compliance:

Disclose any crimes on campus or in housing. This includes facilities on grounds or just outside a facility, and private locations. Clery practitioners are in the police department and will evaluate if the reports should be included in the annual report.

There is a training for Clery compliance on TrainTraq for REU coordinators to know about crimes to report. If you think there is a violation of the law, report it. Any sex-based misconduct including rape, dating violence, domestic violence, stalking should be report to Title IX coordinator, and the Clery compliance offices will automatically receive the report. Any crimes not related to Title IX like burglary, aggravated assault, theft, motor vehicle theft or burglary should be reported. If you would like police involvement, contact dispatch.

Students must list an emergency contact or a missing student contact. If these crimes happen or students are missing in housing, res life handles the report. If outside of res, the department reports.

Check with Annabelle if you are not involved with the program, so you are not flagged for the Clery compliance training.

Dining:

Students enrolled for 0 credit hours are still eligible for a dining plan.

Early admissions program:

REU can apply for early admissions. Reach out to departments around April.

<https://grad.tamu.edu/knowledge-center/general-faqs/early-graduate-admissions-program>

Applications will open around June and are due in the middle of July. Information on page 37 of packet.

For an admission decision, student needs to send full application by October.

Here are other helpful links:

POLICIES PACKET:

<https://tx.ag/2025REUpolicies>

CONTACTS PACKET:

<https://tx.ag/2025REUcontacts>

UPDATED MATERIALS WILL BE UPLOADED TO:

<https://tx.ag/UGRSummerListser>

Please contact ugr@tamu.edu with any questions.