



Policies Packet for Research Experiences for Undergraduates (REU) and Other Summer Undergraduate Research Experiences (SURE)

Summer 2024

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1. Introduction

1.1. Purpose of Support by LAUNCH

Undergraduate Research (UGR): LAUNCH: UGR is a gateway for information related to summer undergraduate research experiences. LAUNCH: UGR provides information to help PIs, colleges, and departments coordinate programs and learn about campus policies regarding REU and other summer undergraduate research experiences (SURE).

1.2. Internally vs. Externally Funded Summer Research Programs

Some departments and faculty have internally funded summer research programs that are open to non-Texas A&M students. The policies in this guide primarily focus on externally funded programs, like NSF-REUs. We are working on policies and guidance for internally funded programs.

Currently, the TAMU 499 course is for externally funded students. The Texas Education Code (TEC 54.217) says that the program has to be fully funded from federal or other sources. By providing a tuition and fees waiver, SBS is confirming with the State that the entire program has been funded through grant or research funds from an external source. So, Texas A&M is not receiving state funding for the course/program. SBS must be able to prove in a state audit that no TAMU or TAMUS funds were used to pay for the course/program.

1.3. Senate Bill 17

The 88th Texas Legislature passed Senate Bill 17 (SB 17), which contains certain prohibitions related to diversity, equity, and inclusion at institutions of higher education, effective Jan. 1, 2024. SB17 restrictions do not apply to “scholarly research” or a “creative work” by an institution of higher education’s students, faculty, or other research personnel or the dissemination of that research or work. However, SB17 does not define scholarly research or creative work.

On December 18, 2023, the Vice President for Research issued a message providing guidance through references to System regulations:

System Regulation 15.99.03 Ethics in Research, Scholarship and Creative Work

(<https://policies.tamus.edu/15-99-03.pdf>) Definitions states that research, scholarship and creative work – includes all basic, applied and demonstration research or creative work in all fields of scholarly inquiry, including science, engineering, mathematics, the humanities, arts, social sciences and professional fields including business and education.

System Regulation 15.01.03 Financial Conflicts of Interest in Sponsored Research

(<https://policies.tamus.edu/15-01-03.pdf>) states that research or research activities are any systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge. The term encompasses basic and applied research, scholarship (e.g., a published article, book, or book chapter) and product development (e.g., a diagnostic test or drug). The term also includes educational activities funded by the National Science Foundation (NSF) or proposed for funding by NSF.



For additional guidance on SB-17:

- System Policy 08.01 Civil Rights Protections and Compliance (<https://policies.tamus.edu/08-01.pdf>)
- OGC Guidance Regarding the Implementation of SB 17 Relating to Diversity, Equity and Inclusion (FAQs) (<https://www.tamus.edu/legal/wp-content/uploads/sites/26/2023/09/SB-17-Guidance-FAQs-9-6-23.pdf>)
- Texas A&M System Guidance on Senate Bill 17 (<https://president.tamu.edu/messages/tamus-guidance-on-senate-bill-17.html>)

For additional guidance on the definition of research:

- University Rule 15.99.01.M1 Human Subjects in Research (<https://rules-saps.tamu.edu/PDFs/15.99.01.M1.pdf>)
- System Regulation 15.01.01 Sponsored Agreements – Research and Other (<https://policies.tamus.edu/15-01-01.pdf>)

2. Admissions

2.1. Enrolling Students

Texas A&M encourages enrolling REU/SURE students when possible. **The deadline for students to apply is May 1, 2024.** Some of the benefits of enrolling students into the university (rather than hiring students as student employees) include being able to track participation in high-impact practices and research activities through enrollment in 0- or 1-credit hour courses, as well as being able to verify bacterial meningitis vaccinations and early graduate admissions program participation.

The Office of Admissions has announced a new application system for use starting in summer 2024.

Students will receive an email with their UIN and instructions for setting up their NetID and password **after** they submit an application. They will use the information in this email to gain access to Applicant Information System (AIS) (<https://applicant.tamu.edu/>) where they will upload their college transcripts and proof of bacterial meningitis vaccination.

Non-TAMU students admitted into the university must be classified as “Non-degree seeking” students.

International students coming from outside the US need to be admitted and apply for the I-20 or DS-2019 at least three months before the summer program starts. The student may have to apply for a visa.

Instructions and guidelines for admitting students can be found in the Office of Admissions documentation.

- Pls must provide a list of all REU/SURE students to the Office of Admissions
- Allows the Admit Type (SR or IU) to be placed correctly on non-TAMU student accounts for the removal of the \$100 General Deposit.
- Allows the Office of Admissions to admit groups for efficiency.
- Send lists of students to Jessica Pitt at jlpitt@tamu.edu. Students are admitted in groups, so lists need to be complete.

2019 Conduct Questions on Applications

- Three conduct questions were added based on past and current conduct issues.
- Pls are highly encouraged to add the three questions to their own applications to catch potential issues prior to admitting students into their REU/SURE programs.
- The three questions are listed in the Admissions documentation. Tell students to read and response to questions carefully - if they answer YES to ANY question they WILL undergo an investigation.

If students have been SUSPENDED from an institution for criminal conduct, or if a student is involved in one of these situations, they will not be allowed to enroll at TAMU.

Full Admissions Packet with Explanation of Process, Fee Waiver*, and Instructions for Applying:
https://launch.tamu.edu/getmedia/976583fb-ff58-4842-b286-edda6c4fb362/2324_REU-SURE_Admissions_Documentation.pdf

*Admissions fee waivers are good for 5 years.



3. Office of the Registrar

3.1. TAMU 499 REU/SURE Tracking Course

A single TAMU 499 section is maintained for tracking students in REU/SURE programs on the College Station Campus. A separate section will be created for students on the Galveston Campus. There will not be program-specific sections.

The TAMU 499 placeholder course was created to centralize tracking of summer REU/SURE students, to automate the fee waiver process for students in programs that are externally funded, and to activate student access to services on campus.

Reminders about the TAMU 499 placeholder course:

- TAMU 499 is non-credit bearing.
- TAMU 499 does not appear on a student's transcript.
- TAMU 499 does not appear in Howdy.
- TAMU 499 does not appear in Navigate.

Explanation of the TAMU 499 placeholder course:

- TAMU 499 was established by the Office of the Registrar in summer 2020.
- TAMU 499 is configured to allow adds/drops on Compass form SZAREGS only (i.e., no student registration access).
- Departments add TAMU 499 to participating students' schedules beginning with open registration in April (assuming students have been admitted).
- Office of the Registrar runs a scripted process to inactivate REU students after their summer enrollment (CWR 20-11230).
- SFAID pulls REU population based on enrollment in TAMU 499.
- SBS cues based on TAMU 499 registration to provide on-campus resources.
- TAMU 499 automates the fee waiver for students in externally funded programs.
- TAMU 499 is used by SFAID for awarding scholarships/stipends.

How to enroll students in the TAMU 499 placeholder course:

- The CRN for the College Station section (TAMU 499-300) is 27755. The CRN for the Galveston section (TAMU 499-300) is 30633.
- Students from the School of Dentistry, Higher Education Center at McAllen, and the Health Science Center should be placed in the College Station section.
- Advisors can find the CRN by searching SSASECQ in Compass using the term, TAMU, and 499. Or, they can use SSASECT. The TAMU 499 course is not available in Howdy because students do not register themselves. It is a place holder course and is not transcribed; the course is used for tracking, waiving fees, and awarding scholarships/stipends. An advisor must register the student for the course. There is one TAMU 499 created for the term and all students are added to the one section. TAMU 499 sections can only be set up as zero-credit hours based on how the course was created.



- Grades are not assigned to the TAMU 499 course. This is a non-gradable course that appears on the student's schedule. It will display on the list view of the students' schedules; however, it will not appear on the calendar view of the schedule. It is up to the department to determine if the student is also receiving credit for the experience. A student can be enrolled in a research experience in addition to the TAMU 499, they do not have to be in any other courses. The TAMU 499 course is used for tracking purposes to know which students are participating in an REU, to allow for the waiver of specified fees, and to allow financial aid to award stipends/payments to the students.

3.2. TAMU 499 Course Enrollment

- All REU/SURE students must be enrolled in a designated course, unless otherwise specified by grant requirements.
 - TAMU 499
 - 0-credit hours
 - For tracking purposes
 - Can be enrolled in more than one section, if needed (i.e., scholarship purposes).
 - Applies to both current TAMU students and non-TAMU (non-degree seeking) students.
 - Students enrolled in the TAMU 499 course are guaranteed to have access to university resources.
- For current/continuing TAMU students: You can double enroll current/continuing TAMU students in a separate credit-bearing course (i.e., 485 or 491), if needed. However, they must also be enrolled in the TAMU 499 0-credit hour tracking course.
- Scholarships & Financial Aid (SFAID) has a special process to apply scholarship payments to students enrolled in a 0-credit hour course.
- The TAMU 499 course is specified as 0-credit hours to prevent financial and degree-related consequences for both continuing TAMU students and students attending other institutions in the state of Texas.
- Non-TAMU students MUST be admitted as non-degree seeking students.
- LAUNCH will provide a list of PIs/Staff with known eligible current summer programs to the Office of Registrar and Office of Admissions. However, PIs/Staff will need to register students in their summer programs by working within their departments. LAUNCH is unable to register students.



4. Student Business Services

4.1. Tuition and Fees Information

Student Business Services has updated the REU/SURE process to include an automatic reversal of the \$100 General Deposit and an automatic waiver of Required Tuition and Fees for the TAMU 499 course. A “Fee Waiver Memo” is no longer needed.

To ensure that the students are included in the automated processes for the \$100 General Deposit and Required Tuition and Fees waivers, students **must be registered in the TAMU 499 course** designated by the Registrar for REU/SURE students.

The REU/SURE automated process will:

- Identify students enrolled in the TAMU 499 course
- Add the Required Tuition and Fees waiver to each student
- Reverse the \$100 General Deposit for each student with an admit type of SR or IU
 - Regular TAMU students or students who enroll at TAMU after the REU/SURE program will still be required to pay the \$100 General Deposit
 - Reversal may take 2-3 business days to show on the student account once student has been registered in the TAMU 499 course
- Add a maximum limit amount to the Required Tuition and Fees waiver if students are enrolled in additional courses (non-REU/SURE courses)
 - This will ensure they only receive the Required Tuition and Fees waiver for the REU course as mandated by Texas Education Code
- Ensure all REU/SURE students have access to all campus services

For international students: The same automated process applies to international students as long as they are admitted as an SR or IU type and enrolled in the TAMU 499 course.

Inquiries about student accounts can be directed to ssb@tamu.edu.

4.2. Student Access to Campus Resources

Students enrolled in the TAMU 499 course will receive access to all campus services and resources listed below:

- Career Center
- Writing Center
- University Libraries
- Campus Bus Systems
- TAMU IT and Student Computing Centers
- University Health Services (includes the Health Center and Mental Health Services)
- Student Recreation Center
- Memorial Student Center (MSC)
- Disability Resources



Full definitions of charges: <https://sbs.tamu.edu/billing-payments/billing-fee-explanations/index.html>

4.3. Students Enrolled in 1-Credit Hour 485 or 491 Courses

If students need course credit for their summer research experience, students will also need to be enrolled in a 1-credit hour 485 or 491 course in their department, in addition to the TAMU 499 course.

To be clear, students who need credit must be registered in **BOTH** the TAMU 499 course and a 485 or 491 course within a department.

The waiver will automatically waive the Required Tuition and Fees for the 1-credit hour 485 or 491 course.

4.4. Students Enrolled in Additional Courses

Students enrolled in courses other than the summer undergraduate research courses will be required to pay tuition and fees for those courses. This will include all center fees (Student Center Complex, Rec Center, and Health Center). Only the tuition and course specific fees for the summer undergraduate research course will be waived.

4.5. Clarification on Selective Service Registration

Students receiving stipends/scholarships **are required** by Scholarships & Financial Aid to register for Selective Service. Otherwise, SBS does not verify Selective Service Registration for the Required Tuition and Fees waiver applied by the TAMU 499 course.

4.6. Late Fees for the TAMU 499 Course

In summer 2023, some international students were charged late fees after being placed in the TAMU 499 course late due to holds on their student accounts. If this happens to your students, please let LAUNCH: UGR staff know, and we will work with SBS to resolve any issues.

5. Scholarships & Financial Aid

5.1. *Paying Student Stipends*

Scholarships & Financial Aid (SFAID) will utilize the course rosters for TAMU 499 to code student participants in REU/SURE programs and facilitate the payment of stipends. All externally funded students regardless of whether they are registered in credit-bearing hours or zero-credit hours, should be enrolled in TAMU 499. Students not listed on the TAMU 499 roster will not be considered eligible for payments with zero-credit hours/no enrollment. Students may be enrolled in a department-specific zero credit hour course in addition to the TAMU 499, if desired. SFAID will work with departments/students on a case-by-case basis to facilitate stipends for those who are not required to be hired as employees and/or who are enrolled in a total of zero hours.

IMPORTANT NOTE: For students enrolled in hours (other than zero hours), stipends **MUST** be posted to the appropriate/accurate term. If the program operates during the summer, stipends **MUST** be paid on the summer term in Compass. Posting funds to the previous fall or spring term may be detrimental to the student's aid eligibility, may create a balance due for a previous term, and/or may result in a refund for less than the full stipend. Departments may be held financially responsible for the inaccurate posting of awards. If a department is attempting to post a stipend using the RPAAWRD tab of SPARTA and the enrolled student does not have a summer aid period, please contact SFAID at fellowsschol@tamu.edu for assistance.

5.2. *New Policies for Summer 2024*

Funding for students who are not enrolled or who are enrolled in zero hours (total) **CANNOT** be paid by posting funds directly to Compass (RPAAWRD or TWAPMTS). Payments to be made from existing scholarship/fellowship accounts may be sent to Scholarships & Financial Aid for posting directly to the student account via the Scholarship Payment Request Form found at <https://financialaid.tamu.edu/policies/scholarship-university-administrators> (currently under revision). Funds will credit against the student account and refund as applicable. If you wish to make multiple payments to the student, you must submit a form for each desired payment. Please allow at least 5 business days for processing.

When a student receives funding during a period in which the **student is not enrolled**, financial assistance received **must be counted as part of the student aid package for the next term** of enrollment. Scholarships & Financial Aid will monitor TAMU enrollment and post resource, as applicable.

5.3. *Reminders*

- Student Employment is no longer part of SFAID, it has been moved to HROE.
- It is very important that students are enrolled in the TAMU 499 course because it gives SFAID a flag of who is a part of an externally funded REU/SURE program.
- If you are working with existing TAMU students, make sure that when you are awarding them scholarships you place the award on the summer term, so the student is not negatively impacted on aid for other terms.



- Elizabeth Costea processes scholarships for REU/SURE students. Continue to use the fellowschol@tamu.edu email address for assistance. When emailing fellowschol@tamu.edu, it would be helpful if you include SURE or REU in the subject line. Please be sure to include the UIN(s).
- Reminder to those who post payments: If you post a payment and then add more to it, you need to contact SFAID or the payment will not go through. Email fellowschol@tamu.edu to post/request additional payments.
- Reminder to those who pay students at multiple intervals: If you want to pay students in intervals (such as monthly), you need to work with SFAID to be able to release those funds. Email fellowschol@tamu.edu with details/requests. You must give more than one day for Scholarships & Financial Aid to process your request.
- Scholarships & Financial Aid also recommends that you find out if your funding source has been set up for posting/payment in Compass well in advance of requesting that funds be posted, as it may take 10-14 business days to set it up.
- Be aware that all students must sign up for direct deposit to receive scholarship stipends. Instructions on how to sign up for direct deposit can be found at <https://aggie.tamu.edu> or at <https://sbs.tamu.edu>.

5.4. *Hiring Students in Research Positions*

The Student Research Assistant title description is located on the Jobs for Aggies website:

<http://jobsforaggies.tamu.edu/EMPLOYERS/For-On-Campus-Employers#1-StudentEmployeeJobPositionTitleDescription>

The student employee pay scale is also on the Jobs for Aggies website:

<http://jobsforaggies.tamu.edu/EMPLOYERS/For-On-Campus-Employers#1-StudentEmployeePayScale>

[COPY OF SFAID MEMO FROM 9/4/2019]

Date: September 4, 2019

To: Campus Community

From: Delisa Falks, Assistant Vice President

Scholarships & Financial Aid

RE: Enhancing On Campus Student Employment – REVISED for Student Research Assistant

In May and June, memos were sent to the campus community outlining several enhancements to student employment approved by President Young and effective August 1, 2019. These requirements are *still applicable* to student worker positions on the College Station campus, with the exception of the following revisions pertaining specifically to the new Job Profile: (U7678) **Student Research Assistant**.

The Student Research Assistant title should be used for student worker positions where at least 60% of the duties are research related.

Advertising Positions:



Due to the unique nature of these positions, Student Research Assistant positions will be promoted through a generic posting on Jobs for Aggies that speaks to the availability of such opportunities on campus and how students may seek research positions. These positions will also be advertised via The First Year Experience, and through the Research Opportunities Database provided through LAUNCH. Faculty are encouraged to advertise their student research positions through LAUNCH so that all students are informed of these opportunities. Individual Student Research Assistant job postings may also be advertised on Jobs for Aggies at the supervisor's discretion, but it is not required to do so.

Position descriptions:

As best practices, faculty supervising Student Research Assistants will be responsible for providing written or verbal guidelines and expectations for students in these positions. A sample position description for a Student Research Assistant is available on the Jobs for Aggies website for use at the supervisor's discretion. It is not required to maintain the position description in Workday, but supervisors may do so, if preferred.

Performance feedback:

Supervisors are encouraged to provide student performance feedback and facilitate conversations and any written information regarding marketable skills and learning outcomes the student will obtain from working in a research position. The frequency and method of providing this feedback is at the supervisor's discretion.

Questions may be directed to the Student Employment Office by emailing jobsforaggies@tamu.edu or calling 979-845-0686.



6. Division of Human Resources and Organization Effectiveness (HROE)

6.1. Hiring Students as Employees

If an REU or SURE program is **required** to hire students instead of enrolling them, there will be no trace of those students in the Texas A&M student system and therefore adversely impact the ability for tracking and reporting. Check grant policies for hiring guidelines.

STUDENT WORKER TYPES: <https://jobsforaggies.tamu.edu/EMPLOYERS/For-On-Campus-Employers>

Effective December 1, 2016

6.1.1. For Non-TAMU Students

Title	Wage Scale
Non-Affiliated Student Assistant	\$7.25 - \$15.00
Non-Affiliated Student Coordinator	\$7.25 - \$17.00
Non-Affiliated Student Technician	\$7.50 - \$17.00
Non-Affiliated Student Intern	\$8.00 - \$17.00

A **non-affiliated student employee** is a student who is enrolled in a high school or an institution other than Texas A&M University and is working part-time, on or off campus and is processed through one of the TAMU System payroll stations under the Non-affiliated Student Employee Title Codes. These employees are not student employees by current definition, yet it is necessary that they be paid the same rate as TAMU student employees performing similar duties.

Effective September 1, 2019 (Updated August 3, 2020)

6.1.2. For TAMU Students

Title	Wage Scale
Student Assistant	\$7.25 to \$15.00
Student Coordinator	\$7.25 to \$17.00
Student Technician	\$7.50 to \$17.00
Federal College Work Study-Student	\$7.25 to \$17.00
Texas College Work Study - Off Campus	\$7.25 to \$17.00
State of Texas College Work Study-Student	\$7.25 to \$17.00
Student Intern	\$8.00 to \$17.00



Student Research Assistant	\$7.25 to \$17.00
Student Research Intern	\$8.00 to \$17.00
Federal College Work Study-Community Service*	\$7.25 to \$17.00
Federal College Work Study-Student Reading/Math Tutor*	\$10.00 to \$12.50
Federal College Work Study-Student Bilingual Reading/Math Tutor*	\$11.50 to \$14.00
Federal College Work Study-Student Reading/Math Tutor Coordinator*	\$12.00 to \$16.00
Federal College Work Study – Intern	\$8.00 to \$17.00
State of Texas College Work Study – Intern	\$8.00 to \$17.00

*These title codes are reserved for specific programs.

For questions, contact the Student Employment Office.

6.1.3. For All Student Worker Types

- It is the responsibility of the hiring department to ensure that the student is eligible to be employed under these titles (i.e., enrolled or pre-registered for the following semester).
- Employers should consider both experience and level of responsibility in determining a starting rate of pay.
- The process of posting positions and selecting the students to be hired does not have to be completed through Workday.

6.2. Reminders

Coordinators should reference the Customer Support Hubs structures to find your HR Partners. Not all hubs are using the Laserfische process.

When searching the College or Division, you will need to click on the dropdown arrow under the “expand all” to find your department.

<https://employees.tamu.edu/Hubs.html>



7. Tax Compliance

Stipends are usually taxable income to the recipient unless there is an exclusion from income of some sort. The taxability can depend various factors such as where the funding is derived, who receives the benefit of the funding, if there is a service component, the use of the funding, etc.

For example, REU recipients are not taxed if the objective of the participation is an exposure and awareness experience; the program requires research & it benefits the student not the university. However, if a REU participant is essentially providing a service to a research program that benefits the university, the stipend is taxable.

To determine if your specific stipends are taxable and how they should be reported, provide additional information to Tax Compliance & Reporting.

Contact Information

Team: Tax Compliance & Reporting

Group Email: tax@tamu.edu

Contact: Cynthia Flemings

Director

cflemings@tamu.edu



8. University Health Services

Students are assessed the health center fee through SBS and the Registrar (facilitated through the TAMU 499 course). If students are enrolled in the TAMU 499 course, UHS will receive the fee assessment and students will automatically have access to medical services through University Health Services (UHS). If students are not in the TAMU 499 course and not assessed the fee, UHS does not get their information and students do not have access to medical services unless paid for separately.

8.1. Health Services Fee

\$75.00 for 10-week summer sessions.

Two ways your student can utilize Student Health Services:

1. Included in tuition and fees as a registered/enrolled student – no additional information or payment needed. The 499 course establishes the SHS fee on the tuition statement no matter the waiver status. The health center will obtain the student information in the summer load for eligibility.
2. Paid by the department
 - a. Forward your list of students to Brittany Pekar at bpekar@shs.tamu.edu
 - b. List should include students first and last name / UIN / DOB / Address or Dorm information / Gender (M/F) / Contact number (if available)
 - c. UHS Finance office will send an invoice to the department for payment.

Brittany Pekar and Amanda Towslee (amandatowslee@tamu.edu) will assist with the billing process should the department not assign a 499 course and want students to have access to the health center. If you have additional questions about the billing process, please contact them at (979) 458-8348.

8.2. Eligibility Dates

Eligibility begins one week prior to the summer I session start date and continues through the Friday before the Fall semester begins.

If your students inquire about Health Insurance is available for the summer session through:

Academic Health Plans

Post Office Box 1605
Colleyville, Texas 76034
<https://tamu.myahpcare.com/>
Phone: (877) 624-7911

AHP Helpdesk Portal:
<https://help.ahpcare.com/hc/en-us>

QUESTIONS:

Please contact the UHS Liaison:
Brittany Pekar
Email: bpekar@tamu.edu

Website: <https://uhs.tamu.edu>
Patient Services: (979) 458-8310
Patient Services email: uhspatientservices@tamu.edu



8.3. *Reminders*

- Student Health Services is now University Health Services – consisting of Primary and Specialty Medical Care Services @ A.P. Beutel Health Center, as well as Counseling and Mental Healthcare Services @ 4th floor, Student Services Building.
- Insurance is not required to be seen at the health center, however filing charges to insurance may benefit you based on your policy's coverage and benefits. University Health Services is considered an out of network provider, meaning that our clinic is not contracted with any insurance company and cannot guarantee what may be covered by your insurance plan, however we are able to file as a courtesy on your behalf to see if anything might be covered.
- Any remaining balance after insurance is deemed patient responsibility to pay and will automatically transfer to your student account for you to pay through TAMU Student Business Services. Please know that University Health Services is not responsible for notifying students of any limitations met by their insurance or of any balance posted to the student account.
- Keep in mind that it takes 60-90 days to hear back from insurance companies, so student may have balance on their account after they leave the university. Advisors should work directly with their students and University Health Services to pay off the balance through Howdy.

9. Student Health Insurance

There are growing concerns about uninsured students participating in research experiences. Note the following guidelines discussed with the Office of Risk, Ethics, and Compliance (OREC):

Summer undergraduate research programs may ask program applicants if they are insured. Programs may also ask for proof of insurance, if desired. Because Texas A&M University does not require students to be insured, it is not required to ask students any health insurance-related questions.

If a program applicant does not have health insurance and wishes to obtain health insurance during their time at Texas A&M, they must be admitted and enrolled as a student for at least 9 credit hours to be eligible to apply for the University Sponsored plan offered by Texas A&M. More information about the University Sponsored plan can be found at <https://uhs.tamu.edu/medical/insurance.html>.

Since most REU and summer undergraduate research program participants are enrolled in only the 0-credit hour TAMU 499 course (and occasionally a 1-credit hour 491 or 485 course), the majority of students will not be eligible for the University Sponsored plan.

Programs have two other options to provide students with health insurance:

1. Secure special event insurance through OREC for the research participants attending an event, if the program believes the event to pose a safety risk to the researchers.

More information about coverage and rates can be found at <https://orec.tamu.edu/wp-content/uploads/22-23-Special-Event-Policy-Outline.pdf>. Departments will need to submit a Special Event Request in the Origami Portal (<https://www.tamus.edu/risk/>) to secure this coverage.

Follow the instructions below to submit this request:

- Click “Origami Portal.”
 - Once the Origami Portal page loads, click the option that says to “Submit a Special Event Insurance Request.”
 - Fill out all the required information on the webpage.
 - Only if applicable, please be sure to check “Yes” on the “COI Needed?” question to ensure that a Certificate of Insurance is generated and can be shared with the vendor as needed.
 - Submit request.
2. Programs can pay for student health insurance if the benefit is documented in a stipend offer letter or other written agreement. Accounts Payable must report this benefit to Scholarships & Financial Aid. Or, in the rare case that a summer undergraduate research is on payroll, an emolument for the insurance payment can be processed.

More information can be found at <https://orec.tamu.edu/insurance/>. Direct questions to orec@tamu.edu. More information about health insurance for international students can be found at <https://global.tamu.edu/iss/health-and-safety/health-insurance>.



10. International Student & Scholar Services (ISSS)

ISSS assists international students (those who are not U.S. Citizens or Lawful Permanent Residents) who are participating in the REU/SURE programs from schools within the U.S. and already have a U.S. immigration status. All international students must adhere to the ISSS Check-In processes explained at <https://global.tamu.edu/issv/students>. International students in F-1 and J-1 status are required to have health insurance. This will be automatically billed to the student but can be waived if a student has approved alternative health insurance and a waiver on file. For information related to health insurance costs and waivers, please refer to our website at <https://global.tamu.edu/issv/health-and-safety/health-insurance>. For questions about international students already in the U.S., please contact ISSS: <https://global.tamu.edu/issv/contact-us>.

ISSS also assists academic departments with the immigration paperwork for international students who are enrolled in a university outside the U.S. and who will be visiting the U.S. as a J-1 student intern. You can find more information about this process at <https://global.tamu.edu/issv/scholars-and-interns>. For questions about J-1 student interns, please contact ISSS: <https://global.tamu.edu/issv/contact-us>.

10.1. *New ISSS Portal*

- International Student and Scholar Services (ISSS) has changed case management systems from Terra Dotta to Sunapsis. The client-facing side of the new platform is called the ISSS Portal.
- Visit <https://global.tamu.edu/sunapsis> to learn more about the ISSS Portal.
- All international student check-ins must be completed online through the ISSS Portal.

10.2. *Reminders*

- All students who are not U.S. Citizens or U.S. Lawful Permanent Residents must complete an online check-in with International Student & Scholar Services through the ISSS Portal.
- F-1, J-1, and J-2 dependents are required to have health insurance coverage.
- Students who have F-1/J-1 status from another U.S. institution do not have authorization to work at TAMU unless their school or the U.S. government granted them some sort of work authorization to work here. The ISSS office cannot grant them work authorization. Read out to internationalAP@tamu.edu with questions.



11. Education Abroad

Students going abroad on a program organized by or affiliated with Texas A&M University must register with Education Abroad (EA) to comply with [SAP Foreign Travel 21.01.03.M0.02](#). Registration with EA ensures the university knows where our students are in case of emergency situations and enables us to facilitate access to resources, and/or support in situations that could affect their health, safety, and wellness. Deadlines to register differ by program type.

11.1. Group Research Experiences for Undergraduates (REUs) Abroad

For group international REUs, please contact Education Abroad at least six months prior to your planned departure for detailed instructions on the proposal process which facilitates destination vetting, program review, and group registration. There are different proposal processes depending on the program structure (e.g., length and credit type). Once a group trip is cleared to proceed with planning, there are next steps for participants and requirements for trip leaders to complete prior to departure.

11.2. Resources for Department Leaders

Proposal Process: <https://global.tamu.edu/ea/program-development>

Essential Program Development Guidelines:

- Use a provider or partner to manage logistic arrangements.
- All programs require two responsible leaders.
- Situational risk assessment is conducted on an ongoing basis for all locations.
- Investment in Interrupt For Any Reason/Cancel For Any Reason (IFAR/CFAR) supplement travel insurance is highly recommended in the event of unexpected cancellations closer to departure.

11.3. Upcoming Group Programs Proposal Deadlines

- [Faculty-led Programs](#) (*credit-bearing; entail 50% or more TAMU coursework taught abroad*)
 - Winter Break 2024 – 2025/Spring 2025 Trips: February 1st
 - May/Summer/August 2025 Trips: May 1st
 - Fall 2025 Trips: October 1st
- [Field Trips](#) (*credit-bearing; entail 50% or more TAMU coursework taught on-campus*)
 - May/Summer/August/Fall 2024 Trips: February 1st
 - Winter Break 2024 – 2025/Spring 2025 Trips: October 1st
- [Non-Academic Group Trips](#) (*non-credit bearing*)
 - May/Summer/August/Fall 2024 Trips: December 1st (priority), February 1st (late)
 - Winter Break 2024 – 2025/Spring 2025/Spring Break 2025 Trips: July 1st
- [Transfer Credit Group Trips](#) (*coursework transcribed by another institution*)
 - Winter Break 2024 – 2025/Spring 2025/Spring Break 2025 Trips: February 1st
 - May/Summer 2025 Trips: June 1st
 - August/Fall 2025 Trips: October 1st



11.4. Individual Independent Research Experiences for Undergraduates Abroad

For individual TAMU students conducting independent research projects that are self-arranged and don't involve an accompanying faculty/staff, Education Abroad has an independent experience registration process. There are different links based on the credit type (no credit, TAMU credit, or transfer credit transcribed by another institution).

Details are available at <https://global.tamu.edu/ea/students/programs> (*scroll to the bottom*).

11.5. Miscellaneous

Contact OREC if you are scheduling domestic field trips with your summer students. There might be some overlap in the program coordination expectations for departments conducting domestic trips (e.g., usage of waiver forms, collection of emergency contact details, orientation training for the trip leaders, and so forth).



12. Student Conduct Office

Summer research participants are considered Texas A&M University students. As such, participants are required to follow the behavioral expectations set forth in the Student Code of Conduct (<http://student-rules.tamu.edu/rule24>). Participants who engage in misconduct may be reported to the Student Conduct Office to proceed through the University conduct process (<http://student-rules.tamu.edu/rule26>). If a student is found responsible for misconduct, they will be subject to sanctions (<http://student-rules.tamu.edu/rule27>).

Additional consequences for misconduct may include a report of the misconduct being made to the participant's home institution, inability to participate in the summer research program (temporarily or permanently), removal from the summer research program, and/or loss of housing. More information about the student conduct process, resources, and frequently asked questions may be found on the Student Conduct Office website at <http://studentconduct.tamu.edu>.

Should anyone wish to report conduct that may violate the Student Conduct Code, they may do so by submitting a Campus Community Incident Report found at <http://studentconduct.tamu.edu>.

PIs and Coordinators should advise their students that they are expected to comply with university rules and policies, including Residence Life policies.

PIs and Coordinators should encourage their students to monitor their Texas A&M University email daily for any correspondence from the University and/or the Student Conduct Office.

Staff and students can report potential Student Rule violations through the reporting form on our website, <https://studentconduct.tamu.edu>.



13. Civil Rights and Title IX Compliance

Texas A&M prohibits students, employees, and third parties from engaging in discrimination and/or harassment on the basis of race, color, sex, gender identity, age, religion, disability, national origin, sexual orientation, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. In addition, acting in complicity with another who engages in any of these forms of prohibited conduct, or retaliating against a person who participates in protected activity, is also prohibited.

Faculty and employees should also inform graduate students about the consensual relationship rules. Training is being scheduled for students by LAUNCH: UGR.

13.1. Title IX

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Discrimination “based on sex” includes discrimination based on sexual orientation and gender identity.

Sexual harassment, sexual assault, dating/domestic violence, stalking and other forms of sex-based misconduct are a form of sex discrimination and are prohibited under Title IX and Texas State law. Nonconsensual touching, repeated unwelcome sexual advances, and other unwanted verbal, nonverbal or physical conduct of a sexual nature violates Texas A&M’s policies when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile environment.

Texas A&M University is committed to providing a living, working, and learning environment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

All Texas A&M employees are mandatory reporters, which means that when alleged or suspected discrimination is experienced by, observed by or made known to an employee in the course and scope of their employment, the employee is responsible for promptly reporting that information as outlined in System Regulation 08.01.01, Section 4.1, except as provided by Section 2.3. An employee’s failure to report alleged or suspected discrimination may result in disciplinary action, including dismissal.

Civil Rights reports, including Title IX Reports must be filed with:

Jennifer Smith, Assistant Vice President and Title IX Coordinator
YMCA Building, Suite 108
College Station, TX 77843
tel: (979) 458-8167
email: civilrights@tamu.edu

Anonymous reporting: <http://tellsomebody.com>

For more information, please see the Title IX website at: <https://titleix.tamu.edu/>



13.2. Consensual Relationship Declaration for Graduate Students and Undergraduates

Like all other employees, graduate students who receive a stipend or paycheck from the University are prohibited from engaging in a consensual relationship with 1) any undergraduate student or 2) any individual who is under their authority or control, regardless of the individual's status as a student or employee. Employees (including graduate students) may apply for an exemption to this rule in accordance with System Regulation 07.05.01 (<http://policies.tamus.edu/07-05-01.pdf>). Employees seeking an exemption should request the exemption form from Jennifer Smith, Associate Vice President and Title IX Coordinator at jennifer.smith@tamu.edu. Completed forms should be submitted to the Dean of the employee's department. Exemptions are granted based on a case-by-case review.

13.3. Reminders

- Faculty and staff are mandatory reporters. Make sure that protected class discrimination or harassment are properly documented and report any complaints immediately.
- Examples of reports:
 - A student says they did not get paid because of their race or national origin.
 - A student says their professor won't allow time to pray.
 - A student says their professor is not honoring their disability accommodations.
 - Any report of sexual harassment, stalking, etc.
 - Any report of violence or threats between roommates (considered domestic violence).
- Be aware of the consensual relationships rule. Employees cannot have relationships with undergraduate students. This rule includes graduate students who are paid.



14. Aggie Honor System Office

14.1. Academic Violations

Texas A&M University, this program, and your Principal Investigators take seriously allegations of academic misconduct. Academic and research misconduct by any participant would jeopardize the work this program pursues. The University has defined academic misconduct on its website at <http://aggiehonor.tamu.edu>.

A student/participant in this program who is suspected of academic misconduct may be reported to the Aggie Honor System Office to proceed through the established University process. Possible outcomes of this report could include:

1. Prohibition from engaging in any research while the academic misconduct process is engaged, in order to ensure the integrity of the program's research.
2. Placement of a grade of F* or U* on the student's transcript or other sanctions as identified by the Aggie Honor System Office Process.
3. Removal from the program, per program language and expectations. **Principal Investigators should use this sample language and modify it according to their expectations:** *"Students found responsible for academic misconduct may be removed from the program, which may also include loss of housing and other benefits provided to the student through the program."*
4. Report created and sent to the student's home institution for review by their student rules processes.

The University and this program, out of a desire to see students succeed, has resources on the Aggie Honor System Office website (<http://aggiehonor.tamu.edu>) to help clarify common questions about the process and academic integrity. Any questions may also be referred directly to aggiehonor@tamu.edu.



15. Residence Life, Guest, and Conference Services

15.1. Housing Dates

- The first day of 10-week classes is May 28, 2024. Move-in will be ready on Friday, May 24, 2024. A finalized list of students must be provided to Residence Life by your month-out meeting.
- The last day of 10-week classes is August 6, 2024. Finals are August 7-8th, 2024. Move-out will be on August 10, 2024.

15.2. Handouts

- **Housing Presentation:**
https://launch.tamu.edu/getmedia/2dc24726-bff7-4446-a9a4-03c24ba1c286/01-2324_REU-SURE_Reslife_Housing-Presentation_Jan2024.pdf
- **Welcome to Aggieland Handout:**
https://launch.tamu.edu/getmedia/e502e022-c99b-48d4-9c88-a8a70ec4998b/02-2324_REU-SURE_Reslife_Welcome-to-Aggieland_Nov2023.pdf
- **Dorm Packing List:**
https://launch.tamu.edu/getmedia/3987e7ea-4ebb-4e90-bef4-ea2071bccdc4/03-2324_REU-SURE_Reslife_Packing-List_Nov2023.pdf
- **Rates:**
<https://reslife.tamu.edu/guests/conferences/>

15.3. Reminders to Faculty

- Faculty are responsible for communicating housing requirements and responsibilities to their own students. Reslife does not communicate with students directly.
- Reslife has a cutoff date of 2 weeks before move-in to add students to the program. Final numbers should also be communicated at the month-out meeting.

15.4. 2024 Summer Housing Process

REU/Intern Process

Summer On-Campus Housing 2024

Tentatively May 24th – August 10th

15.4.1. Reservation Process

15.4.1.1. Reservation Request Form

Once you know your dates and anticipated numbers, you can fill out the reservation request for Summer Housing 2024 here: <https://reslife.tamu.edu/guests/conferences/>

Please note either in your Conference Name or the notes section on the last page of the form that you are a REU group.



15.4.2. Summer Housing Agreement

After submitting your reservation request, Conference and Guest Services will respond with a housing agreement. The Summer Housing Agreement contains information for accounts/billing, participant numbers, linen selection, incidental fees, rules/regulations, and signatures confirming the reservation from both parties.

15.4.3. Month Out Meeting Process

One month before your check-in date, you will have a required meeting with Conference and Guest Services and a representative of Residence Education who will be your Conference Director. This meeting will be a time to give your final numbers to Conference and Guest Services to update your contracted pricing. Other items will be discussed at this meeting to include, but not to be limited to:

- Conference Director Contact information
- Information about Building usage
- Meeting Spaces
- Access Cards – Utilized to enter the building. Separate from the ID card.
- Linen Packets (extra charge)
- Guaranteed Number of Students Participating in the program and needing housing
- Room Assignment Process
- Check-In / Check-Out Process
- Emergency procedures
- Rules for student conduct in the residence halls

15.4.4. Summer Housing Agreement Addendum

Based off the guaranteed numbers at your month out meeting, Conference and Guest Services will send an addendum to your summer housing agreement. Any updates to pricing will be notated in the addendum, which will void the previously agreed to price from the previous agreement. This addendum will require the same signatures listed on the Housing Agreement. The addendum must be signed and returned to Conference and Guest Services within 14 days of your check-in.

15.4.5. Housing Rosters

You will receive an excel sheet with information with your roster and placement of your guests after your Month-Out Meeting. This Housing Roster must be returned to Conference and Guest Services 14 days prior to your check-in. **The roster must also delineate which are TAMU vs. non-TAMU students. Also, Conference & Guest Services must receive the guest's University Identification Numbers (UIN).**

15.4.6. Check-In/Out Process

Check-In/Out will be discussed and agreed upon with the Conference Director (Residence Education Representative) at the Month-Out Meeting. This will include the location of check- in/out, as well as how both of those events will be handled from a keys/risk management perspective.

15.4.7. Residence Life will Provide PI

- Residence Life rules/policies listed in the Rules & Safety brochure



- E-Welcome to Aggieland Packet for REU students
- What to Bring list
- Support with roommate conflicts/issues if they arise
- Support in enforcing student conduct violations within the residence halls

15.4.8. PI's should be communicating the following (not a full list):

- Residence Life rules/policies listed in the Rules & Safety brochure
- Residence Life alcohol policy in the residence halls
- Check-In/Out Process
- Going over Residence Life Welcome Packet
- Behavior when coming back to the residence halls from Northgate
- Behavioral issues brought up by students happening in the residence hall
- Cleaning up after using the Community Kitchen
- Room lockouts, Lost ID Protocol
- Assisting with Wi-Fi issues if coordinated by PIs
- Handling roommate conflicts if they arise
- Communicating with the Conference Director and Conference Assistant for maintenance issues/concerns

Residence Life staff can also come to your orientation meeting or have a floor meeting to discuss the items above.

15.4.9. REU students and COVID-19

Residence Life will not provide isolation/quarantine room separate from their permanent summer housing space if a student tests positive or is in close contact for COVID-19, they can remain in their summer housing space to quarantine if they wear a mask when using shared bathrooms and for any reason, they are entering common spaces during their quarantine period.

Further information will be shared in the Month Out Meeting.

15.4.10. Summer 2024 Information

All REU students will be housed in **Davis-Gary, Moses and Legett Hall** on-campus for Summer 2024. These are Corridor and Ramp Style Halls and will cost \$30 per night for a Single Room. Single rooms will only be available to REUs.

15.5. On-Campus Housing Important Contacts

15.5.1. PARKING

If you will need to park on campus during your stay, please visit <https://transport.tamu.edu/default.aspx> or call (979) 862-7275.

15.5.2. DINING

For summer dining information please visit <https://dineoncampus.com/tamu> or call (979) 845-0152.



15.5.3. ADA ACCESSIBLE HOUSING

If you will need ADA Accessible Housing Accommodations during your stay, please contact Conference & Guest Services at (979) 845-1279. We will be happy to work with you and provide the proper services you need.

15.5.4. UNIVERSITY YOUTH PROGRAMS

Registration is required for groups with participants under 18 years of age. For more information, please visit <https://cpm.tamu.edu> or call (979) 458-0627.

15.5.5. MEETING SPACES

To reserve meeting space in the Rudder/MSC Complex contact the University Center at ucenter@tamu.edu or call (979) 458-8901. To reserve meeting space in Residence Life Meeting Spaces, contact (979) 458-9728 or events@reslife.tamu.edu.

15.5.6. TAMULINK WIRELESS

Contact Texas A&M Information Technology at tamulink.tamu.edu or call (979) 845-1020 or (979) 845-8300 for information about connecting to the Internet during your stay.

15.5.7. LINEN PACKAGES

Residence Life offers two types of linen packages that affect the pricing of your stay. Our options include weekly linen exchange or a no linen option. Prices vary.

Conference & Guest Services | Department of Residence Life | Texas A&M University

1253 TAMU | College Station, TX 77843-1253

ph: 979.845.1279 M-F 8am-5pm | Conference-Services@housing.tamu.edu |

<http://reslife.tamu.edu/guests/>

DIVISION OF STUDENT AFFAIRS | One Division. One Mission.



16. Clery Act Compliance

REU/SURE coordinators are Campus Security Authorities (CSAs), and CSA training is required through TrainTraq.

16.1. *The Clery Act and Housing Off Campus*

16.1.1. **What is the Clery Act?**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law enacted in 1990 to promote safe and secure campuses and provide students and their families with accurate, complete, and timely information about crime and campus safety.

16.1.2. **What does the Clery Act require of Texas A&M University?**

- Identify and provide training to Campus Security Authorities (CSAs) who are required to report alleged crimes to the institution
- Certain alleged crimes must be:
 - Disclosed statistically in an annual security report
 - Recorded on a crime log that is available to the public
 - Evaluated for emergency notification (Code Maroon) or timely warning (Crime Alerts). If determined by the institution to be a significant emergency/dangerous situation involving an immediate threat or a serious or continuing threat, a notification must be issued to the campus community.
- Provide training to incoming students and new employees to promote awareness of and prevent dating violence, domestic violence, sexual assault, and stalking
- Provide accommodations, protective measures, resources, disciplinary procedures when cases of alleged sexual assault, dating violence, domestic violence, or stalking are reported
- Implement missing student procedures for students who reside in on-campus housing
- Publish an annual security report with campus security policies and crime statistics
- Publish an annual fire safety report on student housing with fire safety policies and fire statistics

16.1.3. **What are the Clery Act requirements specific to REU/SURE programs?**

- REU/SURE coordinators are CSAs. Complete the CSA training in TrainTraq when assignment is received.
- As a CSA, promptly disclose alleged crimes that you know about to the designated Clery official in the University Police Department. Focus on incidents occurring on campus or in space specified in a written agreement/lease, in areas used to access the space, and in public property immediately adjacent to and accessible from the space (for the time period covered by the agreement).
- The designated Clery official in the University Police Department reviews the information for statistical disclosure and evaluates for Code Maroon or Crime Alert notification.
- As a responsible employee, promptly disclose alleged incidents of sexual harassment, sexual assault, dating violence, domestic violence, and stalking to the Title IX Coordinator in addition to the designated Clery official in University Police.



- Follow missing student procedures if any REU/SURE student residing in on-campus student housing is determined to be missing (instruction email to be distributed).
- Disclose any incidents of fires occurring in an on-campus student housing facility to Environmental Health and Safety.

16.1.4. What are the consequences of non-compliance?

- Fines of up to \$67,544 per violation
- Potential limitation, suspension, or termination of Title IV funding

16.1.5. What is on-campus student housing under the Clery Act?

For purposes of the Clery Act on-campus student housing is a facility that

- Houses students,
- Is owned or controlled (**written agreement for use of space/leased**) by the institution, and
- Is within the reasonably contiguous geographic area that makes up the campus (including within 1 mile of your campus border).

16.2. Reporting Contacts

16.2.1. Emergency situations

9-1-1 or University Police at 979-845-2345

16.2.2. All alleged crimes - Designated Clery official in the University Police Department

Lt. Rodger Paxton, University Police Department, 979-845-8895, cleryops@tamu.edu

Tonya Brooks, University Police Department, 979-458-0291, cleryops@tamu.edu

CSAs may also submit reports online through the Clery reporting database <https://clery.tamu.edu/>

16.2.3. Alleged sexual harassment, sexual assault, dating violence, domestic violence, stalking

Jennifer Smith, Associate Vice President and Title IX Coordinator, 979-458-8407, civilrights@tamu.edu, or submit reports online through <https://titleix.tamu.edu/report>.

16.2.4. Fire statistics

James Rainer, Environmental Health and Safety, 979-845-2132, ehs@tamu.edu

16.2.5. Clery Act questions

Michelle Jackson, Compliance Officer III, Office of Risk, Ethics, and Compliance, 979-862-1624, michelle.jackson@tamu.edu

Michael Scamardo, Compliance Officer I, Division of Risk, Ethics, and Compliance, 979-845-0977, m.scamardo@tamu.edu

16.3. *Missing Student Instructions*

For Texas A&M University students participating in Research Experiences for Undergraduates or Summer Undergraduate Research Experiences (REU/SURE Programs) and residing in on-campus student housing contracted through Texas A&M University, e.g. The Stack at Legacy Point, The Cambridge at College Station, etc.

16.3.1. INTRODUCTION

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions, that participate in a Title IV federal student financial aid program and maintain on campus housing facilities, to establish an effective missing student notification policy for students who live in on-campus housing. Accordingly, institutions are required to establish missing student procedures and follow them if a residential student is reported missing as well as provide certain information and options to all residential students.

Residential students include individuals participating in REU/SURE Programs who are enrolled Texas A&M University students and reside in Texas A&M University's on-campus student housing including contracted housing. To comply with federal HEOA requirements, complete the following instructions in your academic department for your applicable REU/SURE Program students. Instructions do not apply if the REU/SURE student is residing in on-campus housing through the Texas A&M University Department of Residence Life. Residence Life will follow their own established processes for missing students.

16.3.2. INSTRUCTIONS

For Texas A&M University faculty and/or staff who coordinate REU/SURE Programs: Upon application for on-campus student housing, the REU/SURE Program Coordinator must:

1. Provide each REU/SURE Program student applying to live in on-campus student housing contracted through Texas A&M University (e.g. The Stack at Legacy Point, The Cambridge at College Station, etc.) an opportunity to provide at least one missing person contact to the REU/SURE Program Coordinator.
2. Inform each student, in writing, that:
 - a. The student should notify the REU/SURE Program Coordinator (provide name, title, and contact information) if they have reason to believe a student is missing from campus.
 - b. The institution will immediately notify the appropriate law enforcement agency or campus police department when the student is reported missing.
 - c. If the student has designated a contact person, the institution is required to notify the contact person no later than 24 hours after the time that the student is determined to be missing.
 - d. If the student is under 18 years of age (and not an emancipated individual), the institution is required to notify a parent or guardian no later than 24 hours after the time that the student is determined to be missing, regardless of whether or not the student has designated a contact person.
 - e. The information provided is kept confidential to the extent legally allowed and may only be utilized by Texas A&M University officials with emergency response job responsibilities involving students such as death, life threatening injuries, or a missing person report.



While the student resides in on-campus student housing contracted through Texas A&M University, the REU/SURE Program Coordinator must maintain the student's missing person names and contact information, allowing access only to the REU/SURE Program Coordinator, a backup(s), emergency response personnel, and other authorized personnel in furtherance of a missing student investigation.

Upon receiving a report of a missing student, the REU/SURE Program Coordinator must:

1. Gather needed information from reporting person and immediately contact the Texas A&M University Police Department (UPD) at 979-845-2345 with all information provided regarding the missing student so that an investigation can be initiated.
2. Provide UPD with the names and contact information of any people designated as a "missing person contact" and the parent or guardian (if applicable). UPD will notify the designated missing person contact(s), parent or guardian (if applicable), and local law enforcement within the required timeframe.
3. Contact Student Assistance Services (979-845-3113 or studentlife@tamu.edu) in the Offices of the Dean of Student Life for submission of an incident report.

16.4. *Clery Act Reminders*

- Faculty and coordinators of summer research programs are considered Campus Security Authorities (CSA) and must complete a TrainTraq course.
- A notice for the training will be sent out by Michelle Jackson in April or May.
- To file a report, visit the Clery Act website and login with your Texas A&M NetID: <https://clery.tamu.edu/>
- Regarding missing student procedures: Faculty and program coordinators have the obligation to collect emergency contact information from students in case they go missing. You are obligated to ask for this information, but the student is not obligated to give it to you. This information must be kept confidential and maintained. If you are housing your students on-campus with Residence Life, Residence Life has its own process for collecting this information.
- If you need a police response, be aware that submitting through the Clery Act portal will not generate a response. You must call dispatch.



17. Dining

Students must be enrolled for the term to purchase meal plans. Students enrolled for 0-credit hours are still eligible for meal plans.

Students will need to request their own meal plan either by logging into <https://mealplans.tamu.edu> or by emailing the Meal Plan Office at dining@tamu.edu.

Students can only access meal plans and/or dining dollars using a TAMU ID. Students do not need to have a TAMU ID before they purchase their meal plan, but they must have a physical ID to utilize the meal plan.

Visit <https://dineoncampus.com/tamu/camps-and-conferences#Summer%20Meal%20Requests> and view the “Summer Meal Requests” section for information about Summer dining.

Click the option to “Submit a Meal Request Form” or visit <https://form.jotform.com/220606296159055> to submit your dining request.



18. Environmental Health and Safety Laboratory Training

18.1. EHS Responsibilities

EHS will provide a password for access to the External Gateway every 3 months. To get an updated password, email labsafety@tamu.edu.

External Gateway:

<https://apps1.system.tamus.edu/trainraq/web/External/ExternalGatewayLogon.aspx>

18.2. Principle Investigator Responsibilities

- Principle Investigator's laboratory group must be registered in BioRAFT.
- Principle investigator's laboratory must not have any laboratory inspections that are past their Due By date, and all information in their BioRAFT profile must be up to date. This includes spaces/rooms, members, training(s).
- Principle Investigator/Sponsor is required to provide and document Work Area Specific Training. This training is to be completed based on the location and hazards specific to the location where work will take place. Guidance on what topics to train on can be found on the Hazard Communication Work Area Specific Training Record section of the form: https://ehs.tamu.edu/media/Files/Hazard-Communication-Training-Record_2023.pdf
- Principle Investigator/Sponsor is required to document the completion of each Undergraduate Research Student(s) trainings.
- Upload a copy of the Work Area Specific Training to the documents tab in their lab group's BioRAFT page. The Summer Undergraduate Research Student Training Record template is provided to be used to record and upload your training records into BioRAFT.
- <https://ehs.tamu.edu/how-do-i/register%20for%20laboratory%20safety%20training.html>

18.3. Undergraduate Researcher Responsibilities

- **Required** Introduction to Laboratory Safety Training (online – course #2114106)
- **Required** Hazard Communication Training (online – course #11020)
- **Required if** Working Safely with Cryogenics (online – course #211228)
- **Required** Work Area Specific Training – This training is to be completed based on the location and hazards specific to the location where work will take place. This training is provided by the Principle Investigator/Sponsor or the by the person to whom this task is delegated to by the Principle Investigator/Sponsor.

18.4. Reminders

- Contact Sergio Luna with questions about the online general laboratory safety training module.
- A password will be required to access the external gateway.
- LAUNCH will help distribute the password (which changes periodically) to REU/SURE programs.



19. Research Compliance & Biosafety Training

19.1. *Human Subjects and Animal Training/Approval*

- Arranged as needed. Online portion can be completed before arrival.
- Contact irb@tamu.edu or animalcompliance@tamu.edu to schedule.
- Visit <https://vpr.tamu.edu/comparative-medicine-program/training/> and <https://vpr.tamu.edu/human-research-protection-program/required-trainings/> for more information on training available from the office of Research Compliance & Biosafety.

19.2. *BL-2 and Blood-borne Pathogen Training*

- Prescheduled by Research Compliance & Biosafety. You must sign up your students.
- Visit <https://vpr.tamu.edu/biohazards-in-research-teaching-or-testing/training/bsl-2-training-information/> for more information on training available from the office of Research Compliance & Biosafety.



20. Responsible Conduct of Research (RCR) Training

University SAP 15.99.99.M0.04, Responsible Conduct of Research was recently approved. This SAP establishes University requirements for the training of students and postdoctoral researchers involved in University-related research, regardless of funding.

Those who will be impacted include:

- Undergraduate students: any undergraduate student who participates in research must complete online RCR training within 60 days from their initial involvement in the research activity.
- Graduate students: Graduate student participating in internally or externally funded research will need to complete online RCR training within 60 days from commencement of the research activity. Graduate students participating in externally funded research will need to complete an additional four hours of face-to-face training within the first six months of involvement with externally funded research.
- Postdoctoral researchers: all must complete online RCR training within 60 days of employment and complete an additional four hours of fact-to-face training within the first six months of employment.

[FAQs – Division of Research \(tamu.edu\)](#)

<https://rules-saps.tamu.edu/PDFs/15.99.99.M0.04.pdf>

<https://vpr.tamu.edu/manage-research/responsible-conduct-of-research/faqs>



21. Graduate & Professional School Early Graduate Admissions Program

Early Graduate Admissions (EGA) is a program open only to summer undergraduate research students who are participating in a structured research group (REU, USRG, etc.) at Texas A&M University.

If you'd like for your department to participate in the Early Graduate Admissions Program, please send your graduate program name and eligible degree programs to grad-recruit@tamu.edu.

Emails will go out to graduate programs already enrolled in the Early Admissions program around May.

Applications opens in June and the deadline is in mid-July. Students will be notified in early-September of their admission status.

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



22. Reminders and Miscellaneous

22.1. *Solutions for the Common Application*

22.1.1. **Building Your REU/SURE Program in Qualtrics Survey**

Faculty and staff can build and accept student applications through Qualtrics for REU/SURE programs. The Costa Rica REU program designed an application that is free and available if your college or department subscribes to Qualtrics. Perks of using this Qualtrics application template for your REU/SURE programs:

- Allows for targeted recruiting of underrepresented minority and first-generation students
- Allows for direct customization and management of applications and communication
- Allows for surveys and assessment

Point of Contact: Dr. Kelly Brumbelow, kbrumbelow@tamu.edu

22.1.1.1. *Requesting Access to Qualtrics*

See if your college or department offers access first. If your college/department does not have access to Qualtrics, you can request it through Undergraduate Studies' affiliation by emailing survey@tamu.edu. Mention that you run a summer undergraduate research program.

22.2. *NetID Expiration for Non-Degree Seeking Students*

Some non-degree seeking/non-TAMU students are continuing to work on projects after the summer program ends. There is a university-wide mechanism for visiting scholars, but we are looking into a version of this for summer researchers.

22.3. *Howdy Portal for Students*

Under "Location Update," the Registrar prefers that students provide a location and zip code for where they are physically located during the REU or summer research experience.



23. LAUNCH Activities

LAUNCH: UGR coordinates enrichment activities for students, faculty, and staff participating in summer undergraduate research experiences, including NSF-REU programs. All activities are provided at no cost to students or departments. Registration with UIN required for all events.

Registration information will be available at <https://launch.tamu.edu/undergraduate-research/summer-undergraduate-research> and <https://launch.tamu.edu/Undergraduate-Research/Summer/Poster-Session>.

23.1. *General Laboratory Safety Training*

Online Module | Hosted by Envir. Health & Safety

Information Emailed To Listserv

23.2. *Title IX Training*

May 30 | 11:00 AM-12:00 PM | ILSB Auditorium | Presented by Title IX Office

23.3. *Radiological Safety Training*

May 31 | 8:00 AM-12:00 PM | HEND 103 | Presented by Envir. Health & Safety

23.4. *LAUNCH Professional Development Seminar*

Jun. 7 | 11:00 AM – 1:15 PM CT | ILSB Auditorium

Topics Pending: National Fellowships, Writing Abstracts, Research Presentations, Copyright Basics, Early Admissions

23.5. *LAUNCH Undergraduate Research Summer Poster Session*

July 31, 2023 | ILSB Lobby

Registration Opens: Jun. 9, 2024

Registration Closes: Jul. 15, 2024