



**Research Experiences  
for Undergraduates  
National Science Foundation**

## **2020 REU DATA SYSTEM SCREENSHOTS FOR COMMON APPLICATION**

- Applicant module

## 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.



### About the Program



The Research Experiences for Undergraduates (REU) program supports active research participation by undergraduate students in the study areas funded by NSF. REU Sites meaningfully engage groups of about 10 to 12 students in ongoing research programs or in research projects designed for the REU program. Students receive stipends and, in many cases, assistance with housing and travel. An REU Site may be at either a U.S. or foreign location.

The REU program is designed to:

- Foster student research by giving students opportunities to conduct disciplinary or interdisciplinary research, facilitating student exposure to and induction into the practice of science, providing mentorship by scientists, and helping students build professional networks
- Promote diversity by encouraging REU grantees—principal investigators at research centers, universities, laboratories, and other institutions—to recruit students traditionally underrepresented in STEM (women, minorities, and people with disabilities), veterans, and students from institutions that offer them few opportunities to conduct research

Learn more about the REU program at the [NSF website](#).

#### Contact info

1-800-232-8024  
help@nsfetap.org

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## 2. Login page

Applicants select “register” under the Students header to access the login page.



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education & training application

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HOME → PROGRAMS → APPLICANTS → PRINCIPAL INVESTIGATORS

CREATE ACCOUNT/LOG IN

### Login

**Email/ID**

**Password**

[Forgot password?](#)

### Students

Use this system to:

- Log in and provide background information or apply to a Site
- View and update your information

If you are a new user, please [register](#) to obtain your ID.

### Principal Investigators/Designees

Use this system to:

- View, print, and download applicant data
- Enter admissions decisions and participation information
- Access data reports

If you are a new user, please [register](#) to obtain your ID.

### Administrators

Use the this system to access data reports.

If you are a new user, please [register](#) to obtain your ID.

**Contact info**

---

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### 3. Create an account

Applicants enter required information to set up their accounts.

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[HOME](#) - [PROGRAMS](#) - [APPLICANTS](#) - [PRINCIPAL INVESTIGATORS](#) [CREATE ACCOUNT/LOG IN](#)

## Registration

First Name

Middle Name

Last Name

Emails are used to verify identity. If you are a principal investigator, please provide your email address as it appears in the NSF FastLane system. If you are a designated user, enter the email address where you received the invitation (authorized by the principal investigator) to register with the system.

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: #, &, %, !, @, (, )

I understand that all personally identifiable information stored in this NSF system will be treated as confidential. Read more about the [nondisclosure agreement](#) governing the use of this system.

#### 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.

##### Eligibility Requirements

Undergraduate student participants in either REU Sites or REU Supplements must be U.S. citizens, U.S. nationals, or permanent residents of the United States. By submitting an application through this system you are hereby certifying that you meet all eligibility requirements for the REU program.

I acknowledge the eligibility requirements

##### 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.

I acknowledge 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.

CANCEL

SUBMIT

##### Contact info

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reuhelp@mathematica-mpr.com

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## 5. “Your progress” page

Applicants view their progress by selecting “YOUR PROGRESS.”

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education & training application

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NSF

HOME YOUR PROGRESS Hi Cecilia (ID: 100000801) Logout

Returning users: The REU Data System will be available for summer 2020 REU applications in mid-November 2019. If you previously submitted a summer 2019 application, some information will be pre-populated in your summer 2020 application for your convenience.

### Registration Progress

Personal info:	Complete
Demographic info:	Complete
Current enrollment:	Incomplete
Additional info:	Incomplete
*Certify & submit:	Incomplete

\*Certify & submit will display "Complete" after submitting your first application. If you are applying to more than one Site, click Certify & submit to verify that you submitted applications to additional Sites as well.

### Application Progress

Additional info conf'd.:	Incomplete
Site selection:	Incomplete
Application materials:	Incomplete
Personal statement:	Incomplete
Transcript:	Incomplete
CV or resume:	Incomplete
Reference letters:	Incomplete

Contact info: 1-800-232-8024, reuhelp@mathematica-mpc.com

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## 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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[HOME](#) [YOUR PROGRESS](#)

Hi Cecilia (ID: 100000901)

[LOGOUT](#)

STEP 1 PERSONAL INFO	STEP 2 DEMOGRAPHIC INFO	STEP 3 CURRENT ENROLLMENT	STEP 4 ADDITIONAL INFO	STEP 5 SITE SELECTION	STEP 6 APPLICATION MATERIALS	STEP 7 REFERENCES	STEP 8 CERTIFY & SUBMIT
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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)

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.

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## Contact Information

Primary email address

Alternate email address

Please provide another email address. This should be a nonuniversity 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

Street address 1

Street address 2

City

State

Zip code

---

## Permanent Mailing Address

My parents reside at separate addresses

### Parents' contact information

Country

United States of America

Street address 1

222 High road

Street address 2

City

New York

State

NY

Zip code

10012

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

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## 7. Demographic information

Applicants provide demographic information in step 2.



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### 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.

	None	Slight	Moderate	Severe	Unable to do
SEEING words or letters in ordinary newsprint (with glasses/contact lenses, if you usually wear them)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HEARING what is normally said in conversation with another person (with hearing aid, if you usually wear one)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WALKING or using stairs without human or mechanical assistance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LIFTING or carrying something as heavy as 10 pounds, such as a bag of groceries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CONCENTRATING, REMEMBERING, or MAKING DECISIONS because of a physical, mental, or emotional condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I do not wish to provide this information	<input checked="" type="checkbox"/>				

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## 8. Current enrollment

Applicants provide information about their current studies in step 3.



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### Current Enrollment Information

#### College or University

The institution at which you are currently enrolled for most of your courses.

Name	Geographical
College or university	
<input type="text"/>	

- I cannot find my institution on the list
- I am not currently enrolled at a college or university

#### Enrollment Status at This College/University

Please select one of the following

- Full-time
- Part-time
- I am not currently enrolled

#### Degree Program at This College/University

Please select one of the following

- Associate's degree
- Bachelor's degree
- Other degree
- None of the above: I am just taking courses

---

## Fields of Study at this College/University

### Major or primary field of study

Please select one of the following

(Please select) ▼

(Please select) ▲

- 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

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### Second Major (if applicable)

Please select one of the following

(Please select) ▼

And then select one of the following

(Please select) ▼

### Minor (if applicable)

Please select one of the following

(Please select) ▼

And then select one of the following

(Please select) ▼

---

## 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

## Expected Class Standing at the Beginning of the Fall 2020 Term

Please select one of the following

- Incoming freshman (high school applicant)
- 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

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## 9. Additional information

Applicants provide additional information in step 4.



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### 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

	Yes	No
Financial assistance from parents, spouse, other relatives: not to be repaid	<input type="radio"/>	<input type="radio"/>
Financial assistance from your employer	<input type="radio"/>	<input type="radio"/>
Financial assistance from the Veterans Educational Assistance Act	<input type="radio"/>	<input type="radio"/>
Loans from parents or other relatives: to be repaid	<input type="radio"/>	<input type="radio"/>
Loans from the school you attended, banks, federal or state government	<input type="radio"/>	<input type="radio"/>
Tuition waivers, fellowships, grants, scholarships	<input type="radio"/>	<input type="radio"/>
Assistantships or work study	<input type="radio"/>	<input type="radio"/>
Earnings from employment	<input type="radio"/>	<input type="radio"/>
Personal savings	<input type="radio"/>	<input type="radio"/>
Other (specify)	<input type="radio"/>	<input type="radio"/>

What is the highest level of education completed by your parents or guardians? \_\_\_\_\_

Mark one item for each parent or guardian.

	Mother or female guardian	Father or male guardian
Less than high school completed	<input type="radio"/>	<input type="radio"/>
High school diploma or equivalent	<input type="radio"/>	<input type="radio"/>
Some college, vocational, or trade school (including 2-year degrees)	<input type="radio"/>	<input type="radio"/>
Bachelor's degree (e.g., BS, BA, AB)	<input type="radio"/>	<input type="radio"/>
Master's degree (e.g., MS, MA, MBA)	<input type="radio"/>	<input type="radio"/>
Professional degree (e.g., JD, LLB, MD, DDS, DVM)	<input type="radio"/>	<input type="radio"/>
Doctorate (e.g., PhD, DSc, EdD)	<input type="radio"/>	<input type="radio"/>
I do not know	<input type="radio"/>	<input type="radio"/>
I do not wish to provide this information	<input type="radio"/>	<input type="radio"/>
Not applicable	<input type="radio"/>	<input type="radio"/>

Which of the following best describes your parents' or guardians' occupation? \_\_\_\_\_

Mother or female guardian

(Please select)
▼

(Please select)

- Biological/Life Scientists
- Clerical/Administrative Support Occupations
- Clergy/Other Religious Workers
- Computer Occupations
- Consultants
- Counselors
- Engineers/Architects
- Engineering Technologists/Technicians/Surveyors
- Farmers/Foresters/Fisherman
- Health Occupations
- Lawyers/Judges
- Librarians/Archivists/Curators
- Managers and Supervisors, First-Line
- Managers, Top-level Executives/Administrators
- Managers, Other
- Management-Related Occupations
- Mathematical Scientists
- Physical Scientists
- Research Associates/Assistants

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

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## 10. Site selection

Applicants select the Sites to which they will submit applications in step 5.



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STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PERSONAL INFO	DEMOGRAPHIC INFO	CURRENT ENROLLMENT	ADDITIONAL INFO	SITE SELECTION	APPLICATION MATERIALS	REFERENCES	CERTIFY & SUBMIT

### Site Selection

Please identify the REU Sites to which you are applying:

If you want to apply to a Site that is not listed here, you will need to apply directly to that Site, following its application procedures.

Use the filters below to find and display Sites with certain characteristics. You can also select Sites to review information about in the table below. Click "Save and Continue" to make your final selection of Sites to which you are applying.

Applications must be submitted before **midnight Eastern Time** on the last day of the application period listed by the Site.

Show Filters

**Sites**

(AM)^2 REU  
 AERO-U  
 CBBG REU  
 Cybermanufacturing REU at Texas A&M University  
 EcoREU  
 INTENSE REU  
 MSRI-UP 2020  
 NHRE

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**Selected Sites**

Site name ▲	Institution ◆	State ◆	Country ◆	Discipline ◆	Program Start - End	Application Period	Application Window ◆
No Sites selected							

SAVE

SAVE AND CONTINUE

## 11. Application materials

Applicants submit additional application materials and information in step 6.



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STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PERSONAL INFO	DEMOGRAPHIC INFO	CURRENT ENROLLMENT	ADDITIONAL INFO	SITE SELECTION	APPLICATION MATERIALS	REFERENCES	CERTIFY & SUBMIT

### Application Materials

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#### Personal Statement

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Please enter a personal statement (limit 5,000 characters) describing your academic and career goals and how the REU program will help you achieve these goals. Please note that this personal statement will be shared with all Sites to which you apply.

Characters remaining: 5000

#### Supporting Documents

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**Transcript**

Please upload your transcript as a PDF file.

Browse

Delete

**CV or resume**

Please upload your CV or resume as a PDF file.

Browse

Delete

#### Additional Questions

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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.

SAVE

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**Contact info**

---

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## 11. References

Applicants submit contact information for two references.



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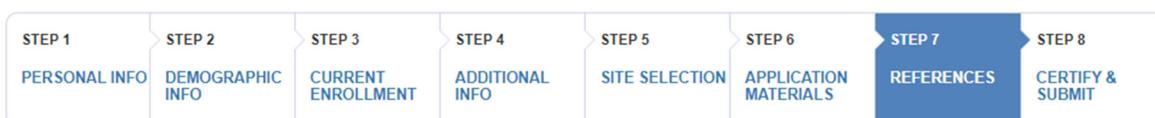
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## Letters of Reference

### References

You must obtain two letters of reference to complete your application. Your letters of reference are due by the last day of your selected REU Sites' application period. These letters of reference will be shared with all REU Sites to which you apply.

#### To request a letter of reference:

1. Enter contact information below for two individuals who will provide letters of reference for you. Click the "Save" button once you have completed all fields for an individual.
2. Click the "Send Email" button. The system will send an email to your referee requesting that they fill out short reference form online. We strongly encourage you to alert the individuals that they will receive an email from noreply@nsfreu.org asking them to fill out a reference form and provide the deadline.

**To send a referee a reminder email:** You may send each individual referee a reminder email by clicking the "Send Email" button. The system will disable the button if a referee has been emailed within the previous 24 hours.

#### To select a new referee after sending an initial invitation:

1. If a reference form has not been submitted, you may select a new referee. To do so, click the "Delete Reference" button. When you delete a referee, their online reference form will be disabled and they will receive an email notifying them you have withdrawn your request for a letter of reference.
2. Repeat the steps outlined in "To request a letter of reference."

**Reference 1**

Status: **UNASSIGNED** | Last request sent on:

First name	Last name
<input type="text"/>	<input type="text"/>
Position	Institution
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	<input type="text"/>

**Reference 2**

Status: **UNASSIGNED** | Last request sent on:

First name	Last name
<input type="text"/>	<input type="text"/>
Position	Institution
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	<input type="text"/>

[NEXT PAGE](#)

## 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.



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### Certify & Submit

There are errors in your application. Please click the buttons below to navigate to the sections that require correction.

[FIX CURRENT ENROLLMENT INFO](#)

[FIX ADDITIONAL INFO](#)

[FIX ADDITIONAL INFO FOR  
COMMON APPLICATION](#)

[FIX REU SITES](#)

[FIX COMMON APP MATERIALS](#)

[FIX LETTER OF  
RECOMMENDATION](#)

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If there are no errors, applicants can submit the application(s).



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STEP 1 PERSONAL INFO
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STEP 4 ADDITIONAL INFO
STEP 5 SITE SELECTION
STEP 6 APPLICATION MATERIALS
STEP 7 REFERENCES
STEP 8 CERTIFY & SUBMIT

## Certify & Submit

Please [review your information](#) before submitting it. You will not be able to make changes to your information, including your personal statement and transcripts after you submit your application to at least one REU Site.

By clicking on the SUBMIT button below, I am certifying that the information provided is true and complete to the best of my knowledge. I understand that I am consenting to the confidential use of the information I provided for admissions decisions, audits, and research and evaluation purposes. All applicants will be afforded an equal opportunity for consideration.

REU Site Name	Application Status
<input type="radio"/> Oregon State, Oregon State University	Ready to Submit
<input type="radio"/> Yale, Yale University	Ready to Submit
<input type="radio"/> MLBS REU, University of Maryland Baltimore County	Ready to Submit
<input type="radio"/> VINSE REU, American Statistical Association	Ready to Submit
<input type="radio"/> IRIS, Incorporated Research Institutions for Seismology	Ready to Submit
<input type="radio"/> Harvey Mudd College, Harvey Mudd College	Ready to Submit

[SUBMIT](#)

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