

# **T** UNDERGRADUATE RESEARCH & FELLOWSHIPS **RESOURCES FOR SUMMER REU ADMINISTRATORS**

## **What URF can assist with:**

### **Summer Research Scholars Program**

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- Register your students for the [Summer Research Scholars Program](#) to provide access to professional development, networking, and the Summer Research Symposium.
- Activities include research poster design workshops, GRFP application advice, and faculty guest lectures.
- If your students need any accommodations please be sure to notify us at least two weeks in advance, by emailing [urf@utk.edu](mailto:urf@utk.edu) (earlier notifications welcome).
- Please be sure to have your students register for Summer Research Scholars (SRS) by May 15th to ensure they have presentation space. Late applications are subject to space availability.

## **What falls outside of URF services:**

### **Student Payments**

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- Faculty with grants listing Participant Support Costs must pay stipends, not salaries.
- [Participant Support Costs Guidelines Link](#)
- [Example Disclosure Letter Link](#)
- Important: Stipends for UTK students impact financial aid limits. Direct students to their Office of Financial Aid for guidance.

### **Housing**

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- Interns traditionally housed in [Volunteer Hall](#).
- Contact David Joy: [djoy3@utk.edu](mailto:djoy3@utk.edu) | 865-974-0669.

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### **Parking**

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- Self-paying students: Purchase parking passes at the [UT Parking Office](#).
- Projects covering parking: Email [parking@utk.edu](mailto:parking@utk.edu) with student lists and cost center info.

### **NetID & Campus IDs**

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- NetIDs: Submit the form on [OIT's website](#).
- Campus IDs: Submit student lists to the Dean of Students Office for Special Function Cards (required for residence hall access).

### **Dining Options**

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- Load funds as VolCard Debit Funds for flexible use on/off-campus:
- [A/R Validator Form for Bursar's Office](#)
- [VolCard Off-Campus Merchant Program](#)

### **TRECS Access**

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- Temporary summer memberships are available.
- Indicate [TRECS](#) access on Special Function ID Forms.

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### Proposal Support

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- For general research proposal support, please refer to [ORIED's Proposal Support](#) page.
- For those faculty currently in the proposal writing process, below is generic text you can include in your proposal. You can also cite the [Summer Research Scholars page](#) and include in your references:

“UT and non-UT students who conduct undergraduate research on campus during the summer months have the option of participating in the Summer Research Scholars program. The Office of Undergraduate Research & Fellowships (OURF) established Summer Research Scholars to provide centralized professional development, presentation, and networking activities for students conducting on-campus research during the summer months.

All Summer Research Scholars program participants have the opportunity to participate in professional development activities. Recent examples of these activities include campus facility tours, responsible conduct of research training, designing effective research posters, applying for the NSF GRFP, and topical faculty guest lectures. At the end of the summer, students will also have the opportunity to present their research at the Summer Research Scholars Symposium.