



2020 KU Chemistry REU Program

Undergraduate Research Agreement

Directions: REU participants should fill out this research contract in consultation with their faculty and in-lab mentors. The purpose of the contract is to clearly establish expectations, goals, and communication plans between REU student researchers and their mentors.

Due date: Friday, May 22.

Submit completed contract to Elaine Knight by email. eknight@ku.edu

General Information

- **Student name:**
- **Faculty mentor name:**
- **In-lab mentor name:**
- **Project title:**
- **Account number for purchases:**

Expectations

REU Program expectations:

- **Hours per week**
The NSF-REU stipend supports full-time employment, equaling 40 hours per week (on average) of time commitment. This total includes research and all required program-related activities such as seminars, field trips and presentations. REU participants are free to work on weekends if needed, but should not be expected to be in the lab outside of standard working hours on any given day (8 am – 5 pm).

- **Oversight**
REU students should never work unsupervised in a research laboratory. Either the faculty mentor or the in-lab mentor needs to be present and/or readily accessible when the REU student is conducting laboratory research activities.
- **Personal Conduct**
The Chemistry REU Program does not tolerate harassment (including sexual harassment) or any other form of personal misconduct by participants, mentors, or program staff, or retaliation in response to any reported incidents of misconduct. Please refer to the Chemistry REU Program [Personal Conduct Policy](#) for details on reporting of misconduct and consequences for violations.
- **Supplies Funds**
The NSF-REU budget includes \$400 per student for supplies. Make sure to expend these funds, giving priority to ordering supplies needed to get your student's project started on day one. Check with Elaine or Beth for account information.
- **Grading**
NSF-funded REU participants are enrolled in 1 credit hour of CHEM 698 under their faculty mentor's line number. The final letter grade will be assigned and submitted by the faculty mentor, and should accurately reflect the student's efforts and accomplishments. A grading rubric will be made available in advance to students and mentors.
- **Publication or external presentation of research data**
The REU participant must have their faculty mentor's permission, in writing, before presenting their research at a scientific meeting or conference and/or submitting it for publication.

Project-specific expectations:

- **Communication plan:** Please describe communication channels for your REU student, including faculty and in-lab mentor availability, group meeting schedule, avenues for conflict resolution, etc.
- **Safety Training:** All REU students will complete the standard battery of EHS safety training courses. In the space below, outline any additional lab-specific safety training expectations for your REU student, along with a timeline for completing them.
- **Ethics/Responsible Conduct of Research:** All REU students will complete an online RCR module, and attend a required RCR workshop conducted by the KU Center for Undergraduate Research. In the space below, articulate any ethics/RCR considerations specific to your REU student's research project.
- **List any other lab-specific expectations in the space below:**

Research Milestones

Identify several tasks that your REU student should aim to accomplish as they move toward completing their project, including a tentative schedule. Examples include reading/searching relevant literature, achieving independence in performing essential research objectives (instrument use; handling of chemicals), demonstrating competence in analyzing project-specific experimental data, completing synthesis of a needed starting material, etc.

- **Milestone 1: Complete and submit this research contract**
 - *Target completion date:* Friday, May 22
- **Milestone 2:**
 - *Target completion date:*
- **Milestone 3:**
 - *Target completion date:*
- **Milestone 4: Turn in notebook and all research data**
 - *Target completion date:* Thursday July 23

Student Outcomes

Identify several outcomes (skills, knowledge, professional development, etc.) that are important for your REU student to develop through the completion of their project. Use these questions to get you started: *What does the student want to get out of this research experience? What does the mentor want the student to get out of the experience?*

REU Program required outcomes:

- Presentation of research project goals to an audience of REU peers and mentors
 - **Date:** Monday, June 10
- Formal oral presentation on research accomplishments
 - **Date:** Wednesday, July 24
- Poster presentation describing research accomplishments
 - **Date:** Friday, July 26

- Create and maintain a LinkedIn professional profile
 - Must be completed by end of program
- Increased awareness of career options for chemists
- Improved understanding of the graduate school application process and scholarship opportunities.

REU Program preferred outcomes:

- Oral or poster presentation of your research results at a national or regional American Chemical Society meeting, Pittcon, or other major research conference
- Inclusion of your research data in a peer-reviewed scientific journal.

Project-specific outcomes:

Use the space below to describe student outcomes (skills, knowledge, professional development, etc.) that are specific to their experience in your research group.

By signing below, you agree to abide by all REU policies.

Student signature:

Faculty Mentor signature:

In-Lab Mentor signature: