Helpful Information for Summer Research Programs
Summer 2019

This booklet has been compiled to provide summer research program managers with useful information to help with budget planning and setting up program participants, particularly those from other universities, with campus-wide amenities. This information is also available on OUR website:

https://www.research.undergraduate.vt.edu/our-services.html#faculty

Virginia Tech
Office of Undergraduate Research
104L Burruss Hall (MC 0717)

www.research.undergraduate.vt.edu

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1. Contact Information

If you have any questions about this manual, need support for a research program proposal, or need help with the planning phases of your program, please feel free to contact us:

Keri Swaby
University Undergraduate Research Coordinator

Loc: 104L Burruss Hall (MC 0717)
Ph: 540-231-7737
Email: kswaby@vt.edu
Web: http://www.research.undergraduate.vt.edu/

2. Participant Recruitment

The Office of Undergraduate Research (OUR) is happy to list your program on our website and post your announcement on our internal weekly VT listserv. This year, we are encouraging Program Directors to post program information on the new Handshake platform hosted by Career and Professional Development, which will allow you to reach schools across the country, broadly or by your selection. More information is available online: https://career.vt.edu/job-search/Handshake.html

You will need to establish an account as an employer before posting. The platform is very user friendly and the C&PD staff are extremely helpful if you run into any issues.

Contact: Lauren Hedrick, Employer Relations Assistant
Phone: 540-231-6776
Email: hireahokie@vt.edu

3. Budgeting for Participants

The NSF provides a guide for budget development during the proposal writing phase. Student stipends for summer projects are expected to be approximately $500 per student per week, in addition to other participant costs of room and board, fees, and travel, with academic-year stipends comparable on a pro rata basis. Total project costs are expected to be typically $800 to $1,000 per student per week. *This is a guideline figure, neither a floor nor a ceiling.*

4. Housing and Meals

Summer research programs, particularly REUs, commonly secure on-campus housing and a meal plan for their non-VT participants. This year, Conference and Guest Services will be offering housing rates at pro-rated summer school prices and allowing programs to secure contracts that align with actual program dates. These rates are only available to academic groups staying longer than 7 nights that are sponsored by a university department and contribute to the academic mission of Virginia Tech. A meal plan must be purchased for each student, per VT Policy 5010. Options for accommodation and meal plans, and associated costs, are detailed in Table 1.

Features of On-Campus Housing

- Housing is on par with hotel accommodations where linens, towels, etc. are provided and a free weekly linen exchange program is available.
- Students will be provided with free access to campus-wide guest wi-fi. This is available on a 30-day cycle; to renew simply inform/remind Conference Services close to the 30-day mark.
- Free access to War Memorial Gym.
- Residence Advisors are provided in residence halls as well as a 24-hour on-call coordinator.
- Convenient 24-hour check-in available at Conference & Guest Services in **New Hall West.**
- Room key can be programmed to access additional campus buildings, thereby foregoing the need to purchase a Hokie Passport for participants.
- Conference Services will make every effort to house research program participants in the same dorms (based on requested lodging type).

Each research program must establish an individual contract and directly pay for on-campus housing and the required meal plans. Contracts are secured through Conference and Guest Services, a division of Housing & Residence Life. To start the process, complete their online Conference Inquiry Form (go to the bottom of the page and register using the "Conference Event Planners Register Here" link). The online inquiry is not binding; it simply provides Conference Services with valuable information to plan your event accordingly. They will do their best to honor your requests. It is advised that you submit the Conference Inquiry Form by the end of March to ensure space availability for your participants.

Contact: Darryl McCallum, Assistant Director for Housing Administration
Email: dmccallu@vt.edu
Phone: 540-231-1792
Web: http://housing.vt.edu/conference.html

Lodging Rates:	One Summer School Session	Five Weeks	Four Weeks	Three Weeks	Two Weeks	One Week	Calculated Daily Rate
A/C Traditional - Double Room	$1,253.00	$1,044.00	$835.00	$627.00	$418.00	$209.00	$31.00
A/C Traditional – Single Room	$1,682.00	$1,402.00	$1,121.00	$841.00	$561.00	$280.00	$41.00
Non A/C Traditional – Double Room	$917.00	$764.00	$611.00	$459.00	$306.00	$153.00	$22.00
Non A/C Traditional – Single Room	$1,342.00	$1,118.00	$895.00	$671.00	$447.00	$224.00	$33.00
Private Bath – Double (GLC)	$1,559.00	$1,299.00	$1,039.00	$780.00	$520.00	$260.00	$38.00
Private Bath – Single (GLC)	$2,094.00	$1,745.00	$1,396.00	$1,047.00	$698.00	$349.00	$51.00

Dining Rates:	One Summer School Session	Five Weeks	Four Weeks	Three Weeks	Two Weeks	One Week	Calculated Daily Rate
19-Meals Per Week Plan	$749.00	$657.00	$532.00	$406.00	$281.00	$156.00	$23.00
7-Meals Per Week Plan	$406.00	$356.00	$288.00	$220.00	$153.00	$85.00	$13.00

Table 1. Housing and Dining Rates, Summer 2019

All rates are subject to a 5.3% sales tax. Non-profit organizations, departments, and government agencies in Virginia, including schools, are exempt from the 5.3% sales tax on meals only.

There will be a charge of $6.00 per bed for de-bunking and re-bunking of beds.

Please keep in mind that you will be billed for the total number of guests present, or the final guarantee that is received by the office, at the above rate. Your final guarantee is due ten (10) business days prior to your check-in date.

Behavioral Expectations (from Conference & Guest Services)

Conference & Guest Services does not directly supervise program participants. Programs are responsible for the conduct of all participants, guests, and adult staff members. Programs must ensure at all times that participants, guests, and adult staff members comply with University and CGS policies; applicable federal, state and local law; and the instructions of authorized University personnel. Willful disregard for the rights, responsibilities, and duties of others, interfering with a staff member engaged in the performance of job duties (includes, but is not limited to, verbal abuse, intimidation, or use of physical force), as well as the creation of circumstances that could jeopardize life, limb, or property are unacceptable.

It is the responsibility of Programs to ensure that all adult staff members are in compliance with all the Commonwealth of Virginia laws, rules, and regulations regarding programs for minors and have completed appropriate Title IX training.

Any individual who must register as a Sex Offender is prohibited from staying/residing in an on-campus residence hall or serving as a chaperone/adult staff member.

When submitting the group roster, all adult staff members will be noted/highlighted on the roster. Adult staff will advise each program participant of university rules and regulations, and act as a liaison between university staff and the campers or participants in the event of a discipline problem, and be responsible for their conduct.

Prohibited behavior by participants may result in the removal of the individual(s) from the University premises. In egregious cases where there is significant or widespread misconduct, at the discretion of the CGS leadership, the conference may be terminated early.   In the event an individual or group is asked to leave the university premises due to misconduct, no refund shall be due. The Client shall be responsible for ensuring the safety and transit home of adult staff, guests, or participants removed from the university premises.

No alcohol is allowed in public spaces. Alcohol is permitted in dorm rooms only if all occupants of the room are 21 years or older.

Service animals will be permitted in dorms ONLY if prior approval is secured from the Services for Students with Disabilities (SSD) Office (https://www.ssd.vt.edu/physical_access/service_animals.html).

5. Criminal Record Disclosure

All non-VT program participants are required to complete and submit a criminal record disclosure form, attached as ***Appendix A***, before they are admitted to campus. Forms should be collected by program managers and then forwarded to Keri Swaby (ph: 540-231-7737; email kswaby@vt.edu; Address: 104L Burruss Hall, MC 0717) in the Office of Undergraduate Research, where they will be kept on file.

6. Paying students

Undergraduates participating in summer research programs are paid through a "fellowship". A fellowship payment generally is an amount paid for the benefit of a student to aid in the pursuit of study or research. Students receiving fellowship payments are not required to work in order to receive these payments. Fellowships provide support for training opportunities pursued outside the normal curriculum whereas scholarships provide support for completion of undergraduate education. According to the IRS, a scholarship is generally an amount paid or allowed to a student at an educational institution for the purpose of study. A fellowship is generally an amount paid to an individual for the purpose of research. Details on what qualifies for this category can be found at the website: https://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/payroll/23800.pdf.

If you have questions about fellowships, please contact:

> Keri Swaby, University Undergrad Research Coordinator (ph: 540-231-7737; email: kswaby@vt.edu)
> Jill Sible, Associate Vice Provost for Undergrad Education (ph: 540-231-0372; email: siblej@vt.edu)

Undergraduate fellowships are disbursed in a special way. Use the Fellowship Information Supplement form, Form P-12F to collect relevant information necessary to disburse fellowship payments:

http://research.undergraduate.vt.edu/content/dam/research_undergraduate_vt_edu/P-12F.pdf

Each student should complete and submit a form, which must be kept on file. Detailed instructions for processing undergraduate fellowships (PAFs) have been compiled here:

https://research.undergraduate.vt.edu/our-services/undergraduate_fellowships.html

Please note that PAFs must be submitted well before the published deadlines to allow time for approvals from both your department and the Office of Undergraduate Research. 2019 deadlines are listed on this link:

https://www.controller.vt.edu/content/dam/controller_vt_edu/resources/payroll/payschedules/2019/Fellowship%20Payroll%20Schedule.pdf

If you have any questions or problems processing undergraduate fellowship PAFs, please contact Stacy Poertner in Human Resources (ph: 540-231-9331; email: poertner@vt.edu).

7. International Students

If your program allows participation of international students then follow the instructions for paying students. In addition, international students will need to produce the following original documents to the program coordinator/manager or person processing the PAFs:

- Passport
- Visa
- I-94 card
- I-20 or DS2019
- Social Security Card or ITIN

These original documents must be reviewed and copied, with copies retained in the program file.

8. Taxes

Federal and state income taxes are NOT withheld from fellowship payments (unless the recipient is an international student) and so students will NOT receive a W2. It is the student's responsibility to report these earnings on their annual tax return, in a similar way to declaring tips. **For international students *only***, Virginia Tech will issue a bill for these taxes, in the amount of 14% of the overall award, at the end of the summer or fall semester. Failure to pay this bill will result in a hold on the student's record.

9. PID

A PID is a unique Personal Identifier. A student's PID and PID password grant them access to Virginia Tech services such as wifi, Canvas, library databases, and online personal information. Your students can create their own PID once they have been issued an employee/student number through Banner (when they are put into the payroll system to receive their fellowship). Students will not know this number so please be sure to provide it to them. Students can go to pidgen.vt.edu to create their own PID. To manage your information please go to onecampus.vt.edu.

10. WiFi

For students not staying on campus with a contract through Conference and Guest Services, wireless access must be formally requested for each guest on campus, at the expense of the sponsoring department/program (departments will need to submit an ICR). The cost for guest access to wifi is about $10 per month per student (subject to change). This is handled through the Network Infrastructue & Services (NI&S) website: https://guestmanager.cns.vt.edu/guest/launch.php?_browser=1. Your department likely already has a department network liaison (list available here: http://groupw.cns.vt.edu/~benchoff/cgi-bin/ipr-dump-wrapper.cgi?style=wwr) who is responsible for approving such requests. If not, you can sign up on the COLA system, to gain approver rights in the system. You can then set up each of your students from the same portal or have students request wifi access themselves. In order to do this, students will need to have a valid PID. Students may use their personal email addresses to access wifi, but it is strongly advised that they set up their PID first and use this to set up their wifi instead. Answers to many FAQs can be found on the NI&S website: http://www.cns.vt.edu/data_guestFAQ.html.

11. Hokie Passports

Students can get a Hokie passport from the Hokie passport office (Student Services Building, Suite 100) at a cost of $20 per card. If your department does not provide for this expense, students will need to pay out of pocket, via cash or check. If your program/department will cover the expense of the cards (via ISR), please send a list of student names to the Hokie passport office before sending your students to get their ID cards. Students will need to produce one form of government issued photo ID (driver's license, passport, etc) in order to get their passport. Please note that the Hokie Passport issued to non-VT students **does not have any privileges attached**. It cannot be used to access the gym facilities, health services, or the bus system. You might elect to get a Hokie passport for students who might need to gain swipe card access to buildings or labs however, please note that access cards issued by VT Conference Services can be programmed to include building/lab access. For more information, visit the Hokie Passport webpage at: https://secure.hosting.vt.edu/www.hokiepassport.vt.edu/index.php.

12. Parking Passes

Students parking on campus must have a permit to avoid being ticketed. Parking passes are available at the VT parking office for the duration of the student's stay on campus. Program managers should send a list of visiting student names to the parking office before sending students. Students will need to bring a copy of their vehicle registration and driver's license in order to receive their parking pass. If this expense is not covered by your program/department, then students will need to pay for their permit out of pocket.

2019 Summer Parking Rates
Resident students (VT students living on campus): $134 (R permit)
Commuter students (VT students living off-campus): $83 (C/G permit)
Non-VT students: $114 (F/S permit)

For more information, please visit the VT's Parking and Transportation page:
https://www.parking.vt.edu/.

13. Library Access

Access to VT's library is not restricted but students will need an appropriate form of ID to borrow books, such as a valid VA driver's license (or DMV identification card) or photo ID from another VA institution. If students have secured a Hokie passport, they may activate this card to allow them to borrow books. In order to do this, please send the name of the group sponsor, the duration of the program (for an expiration date on the borrowing account), the PI or program coordinator's name, and for each student: name, Hokie passport number, and address, to Bruce Obenhaus (ph. 540-231-6181; email: obenhaus@vt.edu). If the student does not have a Hokie passport, a library card can be issued to the student free of charge; please send the same information (less Hokie passport ID number) to Brenda Pratt. Please note that these library cards will be issued as an extension of the PI/program coordinator's account, who will carry all liability for late or lost books.

If students need printing services, they can purchase a print card in any amount at the library.

14. Gym Access

In order to access any VT gym facility, students will need an appropriate swipe card. Cards should be requested from Recreational Sports.

Students on a contract through Conference and Guest Services will have free and unlimited access to War Memorial Gym. Please note that War Memorial Hall is expected to close for renovations on August 1; based on this timeline, summer research programs should not be affected.

Students may also access McComas Hall facilities for a fee ($5/day; $10/weekend; $15/week; or $50/semester). If this is a budgeted expense for your summer program, Recreational Sports can invoice your program directly. If this is not covered by your department/program, students will need to pay out-of-pocket.

Contact: Taylor Schiller, Membership Services Manager, Recreational Sports
Email: Tschill2@vt.edu
Phone: 540-231-7435

15. Public Transportation

The Hokie passport issued to non-VT students will NOT provide access to the Blacksburg Transit bus system, therefore these students are required to pay to ride the bus (adult fare= $0.50). If you would like to provide public transportation access to your participants, you may purchase bus passes from the Town of Blacksburg at the Blacksburg Municipal Building, Christiansburg Town Hall, Christiansburg Aquatic Center or the Christiansburg Recreation Center for the duration of your program. The cost for passes is $8 per month per student (subject to change) and may be paid by cash, check or p-card, provided you inform the Controller's office beforehand. For more information, please visit the BT website: https://ridebt.org/.

16. Health Services

Only currently registered VT students are entitled to access the VT health system.

If your program wants students to have access to Schiffert Health Center when they are on campus, you may purchase American Income Life, which offers a secondary insurance that covers accidental illness and injury. The cost for this insurance is $0.30/person/day, payable at the end of the summer program, through HokieMart. The "trick" to being eligible for this insurance is that programs must be labeled as "summer camps". In order to set this up, please contact Michelle Tompkins in Risk Management (ph: 540-231-7439; email: mikki@vt.edu).

However, please consider that many students will have health insurance from their parents or home schools, so the easiest route for them will be seeking healthcare from Velocity Care, a walk-in urgent care clinic located at the North End Center at 215 Gilbert St. in Blacksburg, which accepts many different forms of health insurance. Please visit their website for further information: https://velocitycarebycarilion.com/blacksburg-urgent-care.

17. Required Training for Student Researchers

The Office of Scholarly Integrity and Research Compliance manages training programs and tracks training compliance at Virginia Tech. Specific information about the office and various programs and training they offer can be found on their website: https://www.research.vt.edu/sirc.html.

Conflict of Interest (CoI) Training

All undergraduates participating in research at Virginia Tech are required to complete CoI training. This can be done online: https://www.research.vt.edu/content/dam/research_vt_edu/coi/files/1_vt_instructions_citi_coi.pdf.

It is strongly recommended that all students complete training BEFORE arriving on campus. Upon completion of CoI training, students are requested to print a copy of their completion certificate and give it to their program coordinator/manager.

Please alert your students to the training requirements and, for non-VT students, provide them with the 6-digit grant number from which they will be paid as well as their employee (VT ID) number, which will be generated once they are entered in banner. With these two pieces of information, the Office of Research will be able to track your participants to ensure compliance and reduce the risk of having your grant suspended.

Please contact Victoria Ratcliffe (ph: 540-231-7964; email: vratcliffe@vt.edu), Manager of Research Education and Interim Conflict of Interest Officer, with any questions about the CoI program or requirements.

Responsible Conduct of Research (RCR) Training

All participants in NSF, NIH, and USDA(NIFA)-funded research programs are required to complete RCR training. **It is strongly recommended that all students complete RCR training before arriving on campus.** The Office of Research will flag your grant if it is funded by any of these agencies. Failure of all program participants to complete RCR training before the end of the second week of any summer research program may result in a freezing of program funds (for the entire program) by the Research Integrity Office. More information on the specific training requirements by grant agency are available online: https://www.research.vt.edu/research-integrity-office/responsible-conduct-research.html

For questions or more information on this program please contact Tom Ollendick, interim Research Integrity Officer (ph: 540-231-6451; email: tho@vt.edu). If you have questions about tracking participants or the online training, please contact Vicky Ratcliffe, Manager of Research Education (ph: 540-231-7964; email: vratcliffe@vt.edu).

Other Training

Students should be provided with additional training in health and safety and procedures specific to their project and environment, as determined by their faculty mentor.

18. Summer Calendar

The 2019 Summer Research Period will be May 28 through August 2, 2019. The OUR will maintain a summer calendar on its summer webpage:

https://www.research.undergraduate.vt.edu/our-services/sur.html

19. OUR Summer Programming

The OUR offers programming throughout the summer, both professional and social. On May 29, the OUR will host a general one-day orientation session for all undergraduate summer research students. This session will set the tone for the summer, allowing participants to meet other researchers, and gain general information, such as Health and Safety training, logistics, and expectations for the summer research period. Lunch is provided to participants. The orientation is a free service provided by the OUR.

A weekly professional development seminar is offered each Wednesday, 4-5pm, which is open to any summer undergraduate research participant. Seminar topics include Ethical Use of Data, Writing Personal Statements, Writing Abstracts and Proposals, Creating Effective Posters, Presenting Research, and Graduate School panels, from a faculty and student perspective.

The OUR organizes weekly tours of VT facilities and labs every Friday afternoon, in alignment with many funding agency requirements to showcase university assets as a potential graduate recruitment tool. Facilities visited in previous summers have included the TREC lab, DREAMS lab, VT Meat Center, VT Pilot Food Processing Plant, Kroehling Advanced Materials Foundry, Biocomplexity Institute, ICAT and Moss Arts Center, Drone Park and Learning Lab, Nonlinear Systems Lab, Kentland Farms, VT Hokie Stone Quarry, Center for Real Life Design, and Virginia Tech Carilion Research Institute, among others. Transportation is provided by the OUR free of charge for visits to off-site facilities.

Program Directors are encouraged to inform students of these opportunities and to allow them to participate in these free co-curricular events that will add to the students' overall experience at VT during the summer.

20. Peer Mentors

Each summer the OUR hires a number of student peer mentors to help build a summer research community and facilitate summer activities. Peer mentors are available throughout the summer to offer support to research programs (for example accompanying students to get parking passes and IDs at the start of the summer), and to advise students. They also plan regular (weekday and weekend) social activities to engage summer visitors and showcase the area surrounding Blacksburg. Most activities are free and transportation is provided free of charge for any off campus activities. Past activities have

included a cooking competition, cookouts, local hikes, tubing on the New River, visiting the Roanoke Star, volunteering at the NRV Humane Society, berry picking, and the like.

21. Summer Symposium

The OUR will host its annual campus-wide undergraduate research symposium on August 1, 2019. Summer research participants are invited to present their work in poster format. The conference is free of charge and lunch is provided for presenters. Conference details and abstract submission form will be available at the start of the summer:

https://www.research.undergraduate.vt.edu/our-services/sur.html

APPENDIX A

Criminal Record Disclosure Form

Note: By submitting this form you are stating that all supplied information is correct. If any information is proven to be false, you will be subject to disciplinary action through the Virginia Tech Disciplinary System.

Applicant/Volunteer Last Name _____

First Name   _____

Middle Name   _____

Date of Birth (mm/dd/yyyy)   _____

Address   _____

City   _____

State   _____

Zip Code   _____

APPLICANT/VOLUNTEER CRIMINAL RECORD INFORMATION

(check one; print clearly)

▢ I HAVE BEEN convicted of, or under pending charge(s) or indictment(s) for the following crimes either within or outside the Commonwealth of Virginia. List all charges; use an additional form if necessary.

1) Charge _____

       Felony or Misdemeanor (circle one)

Date _____Jurisdiction (county & state)_____

Disposition _____

2) Charge _____

       Felony or Misdemeanor (circle one)

Date _____   Jurisdiction (county & state)_____

Disposition _____

▢ I HAVE NOT BEEN convicted of, or under pending charge(s) or indictment(s) for any crimes either within or outside the Commonwealth of Virginia.

By virtue of submitting this form I certify the name, address, personal descriptive information and criminal record disclosure is accurate as submitted. I am apprised of the right to obtain and/or challenge the accuracy/completeness.

Date   _____

Signature   _____