12/16/2017

Helpful Information for Summer Research Programs
Summer 2018

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://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. 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.*

2. Housing and Meals

Summer research programs, particularly REUs, commonly secure on-campus housing and a meal plan for their non-VT participants. Programs have a few options for housing and meals. More detailed information about on-campus options can be found at: http://housing.vt.edu/contracts/rates.html and complete rates for all available options are included in *Appendix A*.

On-campus housing through Housing and Residence Life

The Office of Undergraduate Research will act as the agent to secure a combined contract for all participating programs wanting to use this option. With this option, students must provide their own linens, towels, etc. and check-in and out is on the same specified date for everyone. This is basically how the dorms run for Summer School and so we can capture that reduced rate. For Summer 2017, check-in with VT Housing at 144 New Hall West will take place between 10am and 5pm on Sunday, May 20 and checking out will be between 10am and 5pm on Saturday, July 28. Students are required to have a full meal plan, as per VT Policy 5010. Programs interested in this option must inform the Office of Undergraduate Research by **February 12, 2017** to secure a contract and coordinate funding.

Contacts: Darryl McCallum, Program Coordinator for Housing Administration
              Email: dmccallu@vt.edu; Phone: 540-231-1792

2018 Summer School Housing Rates- Standard Residence Halls

	Single	Double
Non-Air Conditioned	$1,313 per session	$898 per session
Air-Conditioned	$1,646 per session	$1,226 per session

Meals
Summer flex plan= $699 per session
19 meal per week plan = $722 per session

On-campus housing through VT Conference and Guest Services

With this option, each research program establishes an individual contract and directly pays for on-campus housing and meal plans. Housing is on par with hotel accommodations where linens, towels, etc are provided and programs can have individualized check-in/out dates. A full meal plan must be purchased for each student, as per VT Policy 5010. Contracts are secured through Conference and Guest Services, a division of Housing & Residence Life.

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

To start the process, first complete the Conference Intent form attached as **Appendix B** and submit to Conference Services. Based on the information listed, they will prepare a contract. It is advised that you submit the intent form in early spring to ensure space availability for your participants.

When students arrive on campus they will check-in with Conference & Guest Services at **New Hall West** to get their housing assignment and move into their dorm. At New Hall West they will also receive their meal card, which will also function as their room key. Residence Advisors are provided in residence halls.

Summer 2017 Conference rates – subject to change for 2018 (regardless of group size)

	Single	Double
Non-Air Conditioned	$34/person/night	$28/person/night
	$2,380 for 10 weeks	$1,960 for 10 weeks (70 days)
Air-conditioned, Traditional Style	$50/person/night	$37/person/night
	$3,500 for 10 weeks	$2,590 for 10 weeks
Air-Conditioned, Suite style	$56/person/night	$50/person/night
	$3,920 for 10 weeks	$3,500 for 10 weeks

Meals
Breakfast: $7.65/day
Brunch/Lunch: $11.10/day
Dinner: $13.50/day
TOT= $32.25/day= $2,257.50 for 10 weeks

All prices are subject to a 5.3% sales tax.

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.

3. Criminal Record Disclosure

All non-VT program participants are required to complete and submit a criminal record disclosure form, attached as ***Appendix C***, 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.

4. 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 Undergraduate Research Coordinator (ph: 540-231-7737; email: kswaby@vt.edu)
Jill Sible, Assistant Provost for Undergraduate 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. 2018 deadlines are listed on this link:

https://www.controller.vt.edu/content/dam/controller_vt_edu/resources/payroll/payschedules/2018/2018_Payroll_Schedule_Fellowship.pdf

Because the system does not alert approvers when a new PAF is submitted **we request that you send an email to Keri Swaby** (kswaby@vt.edu) to let us know they are pending.

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).

5. 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.

6. 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.

7. 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, Scholar, 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.

8. WiFi

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 Communications Network Services (CNS) 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 CNS website: http://www.cns.vt.edu/data_guestFAQ.html.

9. 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. It is advised that you get a Hokie passport for students who might need to gain swipe card access to buildings or labs. 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.

10. 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.

2018 Summer Parking Rates
Resident students (VT students living on campus): $123 (R permit)
Commuter students (VT students living off-campus): $83 (C/G permit)
Non-VT students: $101 (F/S permit)

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

11. 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, 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.

12. Gym Access

Students not registered to take classes at VT do not have access to any gym facilities on campus. Gym passes for War Memorial Hall may be obtained from Lindsey Kidd (ph: 231-3045; email: lkidd@vt.edu) The cost for the passes is approximately $30 per month, per student, but depends on number of students and length of access. If this is not covered by your department/program, students will need to pay for this out-of-pocket. If students are living on campus as part of an REU, access to War Memorial can be secured through Conference and Guest Services. Guests can purchase a daily pass or pre-purchase a pass to use these facilities daily. A daily pass costs $5 per day. The Hokie passport or electronic access cards used for building entry can also be used to access these fitness facilities if the service is chosen by the conference planner.

13. 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 and the Christiansburg Recreation Center, for the duration of your program. The cost for passes is $8 per month per student (subject to change). For more information, please visit the BT website: http://www.btransit.org/index.aspx?page=791.

14. 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

15. Required Training for Student Researchers

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.

For questions or more information on this program please contact Tom Inzana, Research Integrity Officer (ph: 540-231-5188; email: tinzana@vt.edu). If you have questions about tracking participants or the online training, please contact Vicky Ratcliff, Manager of Research Education and Development (ph: 540-231-7964; email: vratcliffe@vt.edu).

NIH

Participants who will be paid from an NIH-funded grant for more than 6 months are required to complete at least 8 hours of face-to-face training. At VT, there are currently two options for this. Every spring, face-to-face instruction is offered through a course entitled "Scientific Integrity BMVS". Further information is available from the Research Integrity website: http://www.research.vt.edu/research-

integrity-office/. For more information, please contact Vicky Ratcliff, Manager of Research Education and Development (ph: 540-231-7964; email: vratcliffe@vt.edu).

All other NIH-funded student researchers may take the online training, which can be accessed at the following link: http://www.research.vt.edu/research-integrity-office/files/vt-instructions-citi.pdf . This training will take between 3 and 4 hours in total, but it may be paused and completed in several sessions. After completing training, students are requested to print a certificate of completion and give a copy to the program coordinator/manager. **It is strongly recommended that all students complete training BEFORE arriving on campus.**

While the Office of Research will flag your NIH- funded grant and alert you to necessary training for compliance, they are unable to do this for non-VT students working on your grant. 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. In addition, please send a list of students you expect to complete training to Vicky Ratcliff.

NSF

For NSF participants, face-to-face instruction is not required. Online training is available at the following link: http://www.research.vt.edu/research-integrity-office/files/vt-instructions-citi.pdf . This training will take between 3 and 4 hours in total, but it may be paused and completed in several sessions. After completing training, students are asked to print a certificate of completion and give a copy to the program coordinator/manager. **It is strongly recommended that all students complete training BEFORE arriving on campus.**

While the Office of Research will flag your NSF- funded grant and alert you to necessary training for compliance, they are unable to do this for non-VT students working on your grant. 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. In addition, please send a list of students you expect to complete training to Vicky Ratcliff.

Conflict of Interest Training

All undergraduates participating in research at Virginia Tech are required to complete COI training. This can be done online: http://www.research.vt.edu/conflict-of-interest/sites/research.vt.edu.conflict-of-

interest/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 Linda Bucy (ph: 540-231-9477; email: lbucy@vt.edu) or Victoria Ratcliffe (ph: 540-231-7964; email: vratcliffe@vt.edu), the VT-designated COI Officer, with any questions about the COI program or requirements.

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.

16. Contact Information

If you have any questions about this manual, need OUR 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/

APPENDIX A

2018 Food and Lodging Rates- Summer School and Summer Conferences

APPENDIX B

2018 Conference/Camp Intent Form

APPENDIX C

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   _____