Detailed sample of REU program yearly to-do list

JANUARY
- Set up your website with program dates and application procedure
- Advertise your site: recruitment visits and talks, emails, flyers, etc.
- Start working on project topics and mentors
- Register and submit information for PI meeting

FEBRUARY
- Revise applications received
- Finalize projects and select mentors
- Talk to mentors about the program: dates, expectations, etc.
- Talk to program evaluator and set up data collection for evaluation
- Make travel arrangements for PI meeting

MARCH
- Close application and organize application information
- Send letters of acceptance/rejection
- Finalize student lineup (obtain proof of citizenship or perm residency)
- Start planning site activities (speakers, visits, trips, workshops, fun, etc.)
- Coordinate activities with other REU programs on campus (welcome ceremony)
Finalize evaluation instruments (surveys, questionnaires, etc.)

Attend PI meeting

**APRIL**

- Email students with general information (airport pickup, dress code, payment schedule, dorm information, first day of work date, etc.)
- Make travel arrangements including pickup of students
- Make housing and meal arrangements
- Process student IDs
- Set up payment procedure and schedule
- Finalize site program

**MAY**

- Set up labs (computers, access, any other hardware/software, etc.)
- Set up email accounts
- Pick up students from airport and take them to the dorms
- Take students to buy stuff for the dorms (grocery, etc.)
- Tour of campus
- Meet their mentors
- Get first stipend
- Welcome ceremony and Intro session about the program (activities, program, expectations, etc.)

**List of example activities:**

- Talk about graduate school and how to find funding for it
- GRE workshop
- How to prepare a good fellowship application
- Visits to sites/places of interest and fun and group building activities
- Technical talks from invited faculty
• How to write a good research paper
• How to do and present a good poster

JUNE
☐ Research starts
☐ Weekly surveys for program evaluation and weekly meeting with students
☐ Second stipend
☐ Mid-program presentations
☐ Submission of draft of research paper or poster

JULY
☐ Weekly surveys for program evaluation
☐ Have weekly meetings with students
☐ Third stipend
☐ Rent car to take student to airport
☐ End of program presentations
☐ Submission of poster
☐ Submission of research paper
☐ Poster competition and closing ceremony
☐ Dorms checkout
☐ Students return to their homes

AUGUST
☐ Send post-program survey for program evaluation
☐ Collect information for renewal (statistics, publications, etc.)
☐ Prepare material for NSF annual report
☐ Work on research papers
SEPTEMBER
- Send all program evaluation material to program evaluator
- Obtain evaluator annual report
- Finalize research papers and submit for publication
- Solicit faculty interest for upcoming summer

OCTOBER
- Prepare and submit NSF annual report
- Open applications for upcoming summer program

NOVEMBER
- Start working on website for next year

DECEMBER
- Determine dates for next year
- Start advertisement process