

Carnegie Mellon University

Summer Program: Timeline of Pre-Program Milestones

Target completion dates for coordinating the Summer Undergraduate Research Fellowships (SURF) and Summer Scholars Program (SSP) for Mellon College of Science, including the Summer Undergraduate Applied Mathematics Institute (SUAMI) program, are outlined below.

Additional resources used in facilitating outreach and enrollment are also noted for reference purposes.

Summer Research Program — A CMU summer program providing collegiate students with a compensated research experience facilitated by CMU instructors. The programs are offered during June, July and August. The current programs offered are Summer Undergraduate Research Fellowships and Summer Scholars Program, including the Summer Undergraduate Applied Mathematics Institute program, with funding from the National Science Foundation and university endowments.

Pre-Program Tasks Timeline:

Summer Undergraduate Research Fellows (SURF)

- March 1 – Applications due
 - ☐ Office of Undergraduate Research (OUR) reviews applications and selects participating students
- March 31 – Participating Students Selected
 - ☐ OUR notifies Mathematics Department business manager of selected students via email
- April 15 – Faculty Support Confirmation
 - ☐ Business manager outreach via email to faculty members to confirm participation
 - ☐ Identify appropriate Oracle charge strings
- April 25 – Participating Student Notification
 - ☐ Once supervisors are confirmed, business manager notifies participants via email. Notification includes:
 - ☐ Supervisor information, total hours, budgeted pay, start/end dates, work schedule and other pertinent details
 - ☐ Any required trainings or agreements should be included. These may include a [Collaborating Visitor Agreement](#) or [Intellectual Property Agreement \[pdf\]](#).
 - ☐ Participating students may require Social Security numbers. If so, relevant biographical information must be requested by business manager in notification

email for initial OIE data entry

- Students will complete [OIE form](#) following business manager form initiation
- ☐ Non-CMU students are hired as staff, and as such should use the fixed-term, non-exempt non-CMU student offer letter template.
- Participants Hired into Workday
 - ☐ Hired as student workers, which allows for entry of worked hours in Workday
- Summer Semester Hours Tracking
 - ☐ Identify individuals responsible for entering and approving hours worked. This is recommended to be the student and supervisor, respectively.
 - ☐ Business manager checks student hours on bi-weekly basis. If a student approaches total budgeted hours for semester, business manager notifies student of need to monitor hours during summer semester.

Summer Scholars Program (Mellon College of Science)

- March 1 – Final Applications Due
 - ☐ Mellon College of Science DEI Office submits applications to departmental program supervisors for review – applications are reviewed on a rolling basis until this deadline
 - Departments include Math, Biology, Chemistry and Physics
- March 15 – Participating Students Selected
 - ☐ Departments select participating students and notify DEI Office of selections
- April 1 – Participating Student Notification
 - ☐ Business manager notifies participating students via email. Notification includes:
 - Supervisor information, total hours, budgeted pay, start/end dates, work schedule and other pertinent details
 - Any required trainings or agreements should be included. These may include a [Collaborating Visitor Agreement](#) or [Intellectual Property Agreement \[pdf\]](#).
- Participating students entered into Workday as contingent workers
 - ☐ Students are collaborating visitors. ***Collaborating visitors are not paid employees.***
 - ☐ Recommended job profile is 0002 – Staff - Contingent
- Upon Receipt – Pay Documentation Delivered to Accounts Payable
 - ☐ DEI Office sends:
 - EFT Form, Collaborating Visitor Questionnaire, Signed Offer Letter, Signed Collaborating Visitor Agreement, Resume and Housing Contract (if applicable)

- Upon Receipt - Non-Qualified Scholarship (NQS) Form to Payroll
 - ☐ DEI Office coordinates business manager signature on NQS Forms, delivers to Accounts Payable
 - ☐ Students on F-1 Visa must have Corrupt Practice Act Certification Form and W8BEN Form included

Robotics Institute Summer Scholars (RISS)

- January 1 – Applications due
 - ☐ Program faculty supervisors review applications
 - Review team may also include global programs manager and other supervising faculty as invited
- April 1 – Participating Students Selected
 - Selected students notified via email by Robotics associate director for finance & administration. Offer letter includes:
 - Supervisor information, foreign worker requirements, confirmation internship is unpaid, weekly hours, intellectual property rights overview, PA Child Protective Services Law requirements
- Students who participate are entered into Workday as contingent workers
 - ☐ Students are collaborating visitors. ***Collaborating Visitors are not paid employees.***
 - ☐ Recommended Job Profile is 0011 – Intern - Contingent
- Payments processed by global programs manager