**Process for Undergraduate CatCoder and REU Funding Applications**

*Deadlines*. REU funds should be requested and approved by the first week of classes. CatCoder funding can be requested at any time during the academic year, or during the Summer if a Faculty member is available for project management.

*Funding limits.* REU funding is typically limited to $600/student/semester, including matching funds from the DO. Students cannot be funded on more than one project per semester. CatCoder funding limits are similar. Increased funding may be considered in special cases.

*Payment mechanisms.* Students are paid at the hourly rate of $13.25.

*Application for funds*. Both the student and advisor need to take action for approval and payment:

* *Advisor*: The advisor needs to submit a project proposal to [catcoders.org](http://catcoders.org). The proposal should include a succinct project description, and indicate any specific students identified for the project. The CS Chair will communicate with the advisor to inform them of the approval decision for the project. Approved projects will receive a project ID.
* *Student*: The student needs to apply for a REU or CatCoders position via JobX, using the following codes, and referencing the project ID for the project of their interest:
	+ Catcoders: 9134
	+ REU: 4490

For approval of the student application, the Chair will work with advisors on approved projects as needed. Once the student application is approved, the student needs to work with Penni French to set up payment and hourly reporting.