



Prof. Erwin Suazo
University of Puerto Rico, Mayaguez
P.O. Box 6493
Marina Station
Mayaguez, Puerto Rico 681

April 6, 2015

Dear Prof. Suazo:

With this Memorandum of Understanding, the MAA confirms its intention to support your summer REU program for at least 4 students at University of Puerto Rico, Mayaguez. Your approved budget and other relevant documents are attached. Please sign and return this document no later than April 30, 2015.

Your Research Experience for Undergraduates (REU) Program is part of the MAA's National Research Experience for Undergraduates Program (NREUP), funded by the National Science Foundation (NSF) and National Security Administration (NSA). The success of the entire endeavor depends on experienced leaders who offer high-quality educational experiences to mathematical sciences students. The MAA is pleased to be able to provide funding to make your program possible.

REU program directors are responsible for implementing all aspects of their proposed program in accordance with all applicable provisions of the administrative requirements and cost principles in 2 CFR 215, 2 CFR 220, 2 CFR 230, and NSF GC-1, included here by reference, and providing adequate documentation of expenditures as detailed in the above-mentioned guidelines. We also expect you to participate in the evaluation process and submit a report about the on-site portion of your program and a follow-up report. These expectations are described below in more detail.

Acknowledgement of the MAA and NSF

We ask program directors to acknowledge in any advertising, on all program handouts, and on the local program website that the program is an MAA activity funded by NSF (grant DMS-1359016) and NSA (grant H98230-15-1-0020).

Pre-program Information

Please email the following information to Olga Dixon (odixon@maa.org) at your earliest convenience:

- The dates your program will run.
- The names, addresses, ethnicities, gender, college/university, and major information for the student participants. **All students supported by NREUP funding must be either U.S. citizens or permanent residents.**
- Summary of your program for our NREUP webpage. If you have a website for your program, please give us the URL.

Financial

The MAA disburses all grant funds on a reimbursement, direct billing, or direct payment basis. This means that an expense has to have been incurred before grant funds can be requested. All expenses that fall within the

approved budget will be paid directly by the MAA upon receipt of proper documentation. The MAA will only reimburse expenses up to the amount of the approved budget. Please report any unreimbursed expenses as cost sharing; these should be documented in the same manner as expenses for payment or reimbursement. If you choose to set up an account at your home institution, **we can reimburse the institution directly upon receipt of an invoice itemizing the expenses.** Otherwise, please use the process outlined here.

Payments or reimbursements directly to individuals require submission of the MAA Grant Expense Reporting Form, signed by payee and the REU organizer. Proper documentation must also be attached for each payment request other than stipend or other personnel payment requested. This includes, at a minimum, itemized receipts for any expenditures \$25.00 or more, as well as any other written proof of an expense and its relevance to the project. All requests for reimbursement must comply with MAA and Federal grant policies and should be received along with all supporting documentation and receipts by the MAA within forty-five days of the conclusion of your research program. Any requests for an extension of time must be made within thirty days of the conclusion of the REU.

The MAA will pay program director and student participant stipends in two equal installments, upon receipt of the appropriate documentation. We ask that the invoices or forms be submitted no later than three weeks into the program and then again at the completion of the program. Invoices should ideally be emailed to odixon@maa.org, but may instead be faxed to 202-319-8498, or mailed to:

The Mathematical Association of America
Attn: Olga Dixon
1529 Eighteenth Street, NW
Washington, DC 20036

Communication with participants

Once the participants have been selected, the program director is responsible for notifying them to confirm their participation and to provide them with additional program information. The program director is also responsible for informing participants of the logistical arrangements including local transportation, housing and meal plans, and for providing details about any pre-program assignments which must be completed.

Local arrangements

The program director is responsible for making all local arrangements for the program, and should attend to all logistical needs including, but not limited to: identifying members of the campus community to be involved with the program, and in what capacity; identifying important regional resources (people, places) that will contribute to the success of the program; reserving appropriate meeting space; making arrangements for food, lodging, and local transportation; and ensuring that these costs are within the approved budget.

Evaluation activities

Guidelines for evaluation will be sent to each program director before the start of the program. The program director should provide the requested information prior to August 31, 2015.

Through the evaluation process, we will seek to determine the views of both the program director and participating students on the effectiveness of the program. In preparation for this process, we ask that you begin immediately keeping track of the time you spend planning for this summer's program, including time spent both on program development and logistical details.

Progress Reports

Initial reports on your REU are due on August 31. If you are planning follow-up activities that will occur after your initial reports are due on August 31, please provide an overview of those activities in your initial report, and then provide a final report after the completion of the follow-up activities.

Please include the following in your NREUP report:

1. Research topics for your program
2. Name and ethnicity of each student
3. Weekly schedule and sample daily schedule
4. Your analysis of strong/weak points of your program
5. Actual reports of student work for each student or team of students, in as concrete a form as possible
6. Present or future venues where they will present their research (e.g., on-campus presentations, MAA Section meetings, MathFest, Joint Meetings, SACNAS, etc.)
7. Pictures of students during activities and presentations.
8. Anything else you can think of that will help give a fuller picture of your program.

The report (excluding any student work) should not exceed 3-4 pages. Please submit the report to Lloyd Douglas, NREUP Program Director, at ledoug12@uncg.edu, and send a copy to odixon@maa.org.

Conclusion

On behalf of the National Research Experiences for Undergraduates Program Committee, the MAA is glad that you have proposed this program and will make every effort to ensure that your program is a successful one. If you have questions, especially about your budget or the reimbursement process, or want to discuss other details, e-mail or call Olga Dixon at odixon@maa.org or (202) 387-5200.

Declaration

This communication constitutes a Memorandum of Understanding between University of Puerto Rico, Mayaguez and the MAA for NSF grants DMS-1156582 and DMS-1359016, CFDA No. 47.049. Please sign and date this page and the attached budget, and email or fax it to the MAA at odixon@maa.org or (202) 319-8498.



Linda Braddy
Deputy Executive Director

April 6, 2015

April 29, 2015
Date

Attachments:

- Approved Program Budget
- MAA Grant Expense Reporting Form

Period of Performance: May 1, 2015 until September 30, 2015.