

SIAM-Simons Undergraduate Summer Research Program Expectations of Mentors/Sites

For those who would apply to be mentors for the SIAM-Simons Undergraduate Summer Research Program (referred to as the *Program*), we provide the following delineation of responsibilities in executing the Program. Each Program Site is responsible for implementing the Program, providing documentation of expenditures, and participating in evaluation of the Program, as described here.

The Program Site and/or the Mentor will:

1. Supervise Participants in their research in applied mathematics, computational science and/or data science, broadly.
2. Guide Participants in the development of a paper describing their work and results, to be submitted at the end of the summer research period. This does not have to be a publish-ready work.
3. Guide Participants in the development of a presentation of their work, to be completed by the end of the summer research period. This can be used as-is for the presentation the Participants will give at a SIAM meeting in (the following summer), or can be modified for that purpose.
4. Provide effective, positive mentorship, support, and encouragement.
5. Discuss Program expectations as laid out in a contract between the Mentor and Participant. The contract is to be signed within the first week of the Program.
6. Make all local arrangements for the Program, and will attend to all logistical needs, including, but not limited to:
 - a. identifying members of the Program Site community to be involved with the program, and in what capacity;
 - b. identifying important regional resources (people, places) that will contribute to the success of the program;
 - c. reserving appropriate meeting space; and
 - d. making arrangements for food, lodging, and local transportation. Lodging must be at least of the same quality as other summer programs at the Program Site.
7. Inform Participants of the logistical local arrangements, including travel to/from the Program Site, local transportation, housing, and food/meal plans.
8. Agree to operate under the SIAM code of conduct as detailed here:

<https://www.siam.org/about-siam/policies-guidelines/detail/code-of-conduct>

9. Coordinate with SIAM on virtual programming for Participants.
10. Adhere to the subaward budget and submit a financial report with documentation of spending to SIAM no later than August 31.
11. Complete the program evaluation and submit it to SIAM no later than August 31.

SIAM will:

1. Advertise the Program to solicit Participants.
2. Select Participants for the Program Site, making sure the selected students meet the mathematical requirements for the site project.
3. Confirm participation with the Participant.
4. Connect the Participants and Mentors via email.
5. Fund the Participants' travel to/from the site.
6. Provide a subaward to the Program Site to fund:
 - a. Participants' stipends;
 - b. Mentor stipend;
 - c. Participants' housing;
 - d. Participants' student meals/food;
 - e. fringe costs (if applicable); and
 - f. indirect costs (if applicable).
7. Coordinate virtual training opportunities for Participants, networking opportunities, and opportunities to share work among the Participants and Mentors across Program Sites.
8. Fund Participant travel to/from the Flatiron Institute and room and board during this visit.
9. Provide a template for a contract between the Mentor and Participant. The contract may be edited to suit the Mentor's preferences and should be used to communicate realistic expectations of the Participants throughout the program.
10. Coordinate with Mentors to make sure Participant needs are being met.