



Vincent P. Slatt Fellowship for Undergraduate Research in Energy Systems and Processes

Welcome to the 2024 Summer Slatt Fellowship Program! All of us at [ND Energy](#) look forward to your participation and welcome any questions you may have, as you prepare for and settle into your summer research experience. Please feel free to contact me at any time throughout the summer with questions or concerns of any kind. My contact information is below.

Before getting into the logistics, I just want to say that you will not be disappointed with your decision to conduct summer research at Notre Dame. There are typically over 400 undergraduate students on campus studying a broad range of research topics across all colleges and schools. You will have a chance to meet many of them at the **Welcome Convocation** on May 29 and during other social and professional development events held jointly with other programs. [Here](#) you will find an event schedule that will be finalized soon and shared in detail during the Convocation.

Now onto the summer requirements. Please read the information below carefully and let me know if you have any questions regarding the deadlines and any of the other information provided.

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SUMMER REGISTRATION

Students must register for a zero-credit course to inform the Registrar's Office that you will be on campus this summer. This also allows a non-Notre Dame student to obtain their Irish1Card, Net ID, ID number, email address, and Okta two-step verification.

Please register for the appropriate course, depending on the college of your faculty adviser:

(College of Engineering) **EG 48999 (CRN 1356) Research Experiences for Undergraduates (REU)**
(College of Science) **SC 48999 (CRN 1369) Research Experiences for Undergraduates (REU)**

Action: Register by April 10th via instructions: <https://summersession.nd.edu/apply/registration-instructions-reu/>.

STIPEND AND WORK HOURS - \$6,200 Stipend

Your stipend will be paid over 10 weeks, twice monthly on the 15th and the last day of the month, starting with your first payment on May 31 and your last payment on August 15. You will be paid for two national holidays observed by the University on Monday, May 27 (Memorial Day) and Thursday, July 4 (Independence Day). There will be mandatory deductions taken from each payment for federal, state and local taxes, state unemployment insurance, Social Security (6.2%), Medicare (1.45%), and University fringe benefits (1.60%).

Stipends jobs begin May 16 and end August 15. Students who are first-time employees will be asked by Human Resources to complete new-hire paperwork, including a direct deposit form for stipend payments, and a [Form I-9 Employment Eligibility Verification](#). The I9 requirements must be completed within three business days of your start date or by **May 21**. Please bring original documents, as photocopies will not be acceptable, to the Office of Human Resources, located at 200 Grace Hall.

The Slatt program is a **10-week, full-time research opportunity, from May 20-21 through July 26**. You will be expected to work 40 hours/week and follow a standard work schedule or one provided by your faculty adviser. A standard work schedule is Monday-Friday, 8:00 a.m. to 5:00 p.m. with an hour lunch break and two 15-minute breaks, one in the morning and one in the afternoon. You will not be required to track your time unless you are asked to do so by your faculty adviser.

IMPORTANT FOR NOTRE DAME STUDENTS ONLY: If you are currently working on campus or worked in the fall, please contact your **hiring department(s)** and ask them **to add a termination date of May 3 to your job record before April 10**. Otherwise, your job will not be terminated in the system until May 24, which will delay your first summer stipend payment to June 15.

CAMPUS HOUSING - \$1,500 Housing Allowance

Students will be housed on campus in [Pasquerilla West Hall](#) (female) and [Knott Hall](#) (male). **Check-in starts Monday, May 20, after 5:00 p.m., and check-out will be by noon on Saturday, July 27.**

Students staying on campus will receive a \$1,500 housing allowance paid directly to Residential Life. The balance of \$750 will be the student's responsibility. The 2024 weekly room rate is \$225. Students will receive their first monthly housing statement in early June via email. Payments will be made online through [IRISHPAY](#) or by check sent to the Office of Student Accounts, 124 McKenna Hall (Phone: 574-631-7113). Credit cards are not acceptable.

Dorm rooms will be **multi-occupancy and air-conditioned**. Private rooms will be available upon request for medical reasons only. Each room has standard modular furniture, including an extra-long twin bed frame with an 80" mattress, a desk and chair, and closet/wardrobe. **A linen package may be purchased at an estimated cost of \$15, which will be deducted from your housing allowance. The package will include towels, bedding, and a throw-away pillow.** Each dorm has a common area on the main floor with a small kitchen for students to prepare some, but not all meals.

A block of rooms has been reserved for Slatt Scholars. Students will be notified when they can complete the required Summer Housing Application. **Please do not complete the application before you are notified to do so by ND Energy.**

Assistance with special accommodations, including service and emotional support animals, will be provided by the Office of Residential Life upon request. Students who feel ill while on campus should visit University Health Services ([UHS](#)) located at Saint Liam Hall (Phone: 574-631-7497). Students diagnosed with COVID should wear masks and isolate themselves in their rooms, taking all precautions not to spread the virus. Area Summer Coordinators and Community Assistants will be available to provide hall supervision, answer questions, and address any concerns.

All dorm residents will follow the [Summer Housing Code of Conduct](#) and should be familiar with the information at [du Lac: A Guide to Student Life](#) before arriving to campus.

Action: Notify villarosa.2@nd.edu by April 10th if you would like to purchase a linen package.

CAMPUS DINING – \$500 Meal Allowance

Students will receive a \$500 meal allowance in Domer Dollars to help with dining costs and will be added directly to your Irish1Card. Domer Dollars can be used at all on-campus dining locations and at some off-campus locations.

There are ample places on campus for [dining](#), including [dining halls](#), [retail establishments](#), and [Eddy Street Commons](#), which is adjacent to campus. There are also [meal plans](#) explained below (please note that the official website with the information below for 2024 summer dining will be updated on or after May 20) and other

Campus Dining options, such as **Three Leaf Catering** and **Retail Casual Catering** through the dining website [here](#). Robots may also be available to make deliveries this summer.

The **North Dining Hall** will be open from **June 3 through July 26** from 7:00-8:30 a.m. (breakfast), 11:00 a.m.-2:00 p.m. (lunch), and 4:30-8:00 p.m. (dinner). Meal plans and rates are highlighted below. Flex amounts can be used at all on-campus locations.

- 230 meals (without Flex): \$3,478
- 150 meals (with \$275 Flex): \$2,789
- 120 meals (with \$150 Flex): \$2,212
- 80 meals (with \$110 Flex): \$1,542
- 50 meals (with \$110 Flex): \$1,035
- 32 meals (with \$110 Flex): \$ 719
- 25 meals (with \$110 Flex): \$ 593

Guest Meal and Door Rates (*Children 5 and under eat free*)

- Breakfast: \$12.65 (Adult) and \$4.66 (Children, ages 6-12)
- Lunch: \$19.21 (Adult) and \$9.60 (Children, ages 6-12)
- Dinner: \$21.48 (Adult) and \$10.74 (Children, ages 6-12)

TRAVEL - \$300 Travel Allowance

Arranging [transportation to/from campus](#) will be the student's responsibility. Campus is about a 15-minute drive from the South Bend airport. As a Notre Dame student, you will be eligible for free transportation via the city's [Transpo](#) bus service for any in-town transportation needs, once you are here (see [bus routes](#)).

Motor vehicle registration for the summer should be around \$110.00. Registration opens around May 23. Students will be assigned a designated parking area. Vehicles already registered do not need to be registered for summer. For further information, visit [Student Parking Information](#) and [Parking Rules and Map](#)

Action: Please choose by April 10th how you would like to receive your travel allowance, if applicable:

1. Add it to my stipend, increasing the total stipend to \$6,500.
2. I will submit actual travel receipts at the end of the summer for reimbursement up to \$300.

IMMUNIZATIONS

Students will be required to provide proof of immunization for Measles, Mumps, Rubella (MMR series); Varicella series; Hepatitis B series; Tetanus, Diphtheria, Pertussis (Tdap); QFT Tuberculosis test (international students only); Meningitis (ACYW) vaccine; and COVID-19 and booster. Read the Welcome Letter and instructions at <http://uhs.nd.edu/for-incoming-students/new-student-requirements/>. After obtaining your Notre Dame E-mail account, please have your **medical provider** complete and sign an immunization form at: https://uhs.nd.edu/assets/519947/uhs_immunization_form.pdf

1. Log on to your patient portal at <https://nd.studenthealthportal.com/> to enter the information from the signed immunization form and upload the same signed immunization form (along with other supporting documents, if any). Both steps are necessary to be in compliance.
2. Complete the COVID vaccination and COVID Bivalent vaccination form and upload copies of your cards.
3. While in the patient portal, complete a New Student Requirement Form (medical history). Note: a physical by a medical provider is not required.
4. University Health Services (UHS) will contact students via email if anything else is required.

Students with questions about immunizations and the online medical history form or those having difficulty with the online tool should contact UHS at 574-631-7497, immunizations@nd.edu.

BEFORE ARRIVING TO CAMPUS (BY MAY 1)

Action: Please email your faculty adviser with your travel plans and proposed start date before May 1. Please copy villarosa.2@nd.edu on your email.

ON YOUR FIRST DAY

- Complete the **ND Roll Call for EG 48999 course** at <https://inside.nd.edu/>, searching “ND Roll Call”.
- **First-time employees** will **finalize new-hire paperwork and complete the Form I-9 requirements** by visiting Human Resources at 200 Grace Hall.
- **Meet with your faculty adviser** regarding the following:
 - Your normal work hours.
 - Completing general laboratory training and any other special training before starting your project.
 - Being introduced to lab partners, mentors, and department personnel.
 - Location of office space or general work areas outside of the lab.
 - Schedule of regular individual meetings and/or group meetings.
 - Best way to track your research progress and share results.
 - Best way to seek advice or ask questions about your research project.

SOCIAL AND PROFESSIONAL DEVELOPMENT EVENTS

Students will participate in joint social and professional development events throughout the summer with students from other programs. Please share the final summer event schedule with your faculty adviser and mentor. A preliminary schedule can be viewed at: <https://energy.nd.edu/research/summer-research-programs/summer-workshops-and-social-events/>.

Students will also present their research at the annual [Summer Undergraduate Research Symposium](#) and have an opportunity to represent the Slatt Fellowship Program in the optional Summer 3MT Competition. Both events will be held on **Wednesday, July 24**, from 9 a.m. to 2 p.m. Additional details will be provided soon.

FINAL SLATT REPORT

Students will prepare a final written report, summarizing their research project and findings, which will be shared with the Slatt family and posted on the ND Energy website. Students will also prepare a thank-you note to the Slatt family, expressing their appreciation for their generosity and the opportunity to conduct research at Notre Dame. ND Energy will provide students with a report template and letterhead.

SOCIAL MEDIA

Broaden your network and stay abreast of energy-related research and education at Notre Dame by following us on social media and visiting the ND Energy website often. Students are also encouraged to share their research experiences on social media and tag ND Energy.

- Twitter: <https://twitter.com/NotreDameEnergy>
- LinkedIn: <https://www.linkedin.com/company/nd-energy/>
- Website: <https://energy.nd.edu/>

QUICK LINKS

- [Summer Session Registration Instructions](#)
- [Student Services & Resources](#)
- [New Student Employee Guide](#)
- [Residential Life](#)
- [Residential Life Summer Housing](#)
- [Summer Research Programs at Notre Dame](#)
- [Summer Workshops and Social Events](#)
- [Campus Map](#)
- <https://find.nd.edu/>