



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

2023 Summer Slatt Program

Congratulations on receiving a **Summer Vincent P. Slatt Fellowship** from the Center for Sustainable Energy at Notre Dame ([ND Energy](#)). All of us at ND Energy look forward to your participation and being available every step of the way to ensure you have a productive and rewarding summer research experience. If you have any questions now or in the future, please contact Barbara Villarosa at villarosa.2@nd.edu or 574-360-3992 (mobile).

In preparation, please read the information below and follow the instructions and deadlines.

Program Schedule and Work Hours

(All Students) The Summer Slatt Program is a 10-week, full-time research experience with workhours of 40 hours per week from May 22 to July 29, 2023. This schedule coincides with on-campus housing and other research programs for undergraduate students. It is acceptable for students to arrange a different schedule and workhours with prior approval from their faculty advisor.

(Notre Dame Students) The University does not allow students to work on campus more than 40 hours per week. Students working jobs during the academic year will need to request departments to add a termination date of May 5 to their jobs in the Student Employment System in order to start summer research on May 22. If not, jobs in the Student Employment System will terminate automatically on May 26 and summer research for those students will start on May 30.

Summer Session Registration

(All Students) Students are required to register for the Summer Session **EG 48999** Research Experiences for Undergraduates (REU) zero-credit course as follows:

- **(Visiting Students)** Please register at the following link:
<https://summersession.nd.edu/apply/registration-instructions-reu/>
- **(Notre Dame Students)** Please register through NOVO.

ND Identification Number, NetID and Email Setup

(Visiting Students) After registering for the EG 48999 course, the Registrar's Office will send students confirmation and information on their Notre Dame Identification (NDID) number and instructions to set up an ND NetID and email account requiring a two-step verification on Okta. Students should complete this soon after receiving notification, as the University will direct all future correspondence to the Notre Dame account.

Students may wish to redirect their Notre Dame email to another address for convenience.

Proof of Immunizations

(Visiting Students) Students are 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. Please read the Welcome Letter and instructions at <http://uhs.nd.edu/for-incoming-students/new-student-requirements/>. Students will need to:

1. Obtain their Notre Dame E-mail account.
2. Have **their medical provider** complete and sign an immunization form: https://uhs.nd.edu/assets/466792/immunization_form_2021_22.pdf
3. Log on to their patient portal at <https://nd.studenthealthportal.com/> to enter the information from the signed immunization form and to upload the same signed immunization form (along with other supporting documents, if any). Both steps are necessary to be in compliance.
4. Complete the COVID vaccination and the COVID Bivalent vaccination form and upload a copy of their cards.
5. While in the patient portal, student will complete a New Student Requirement Form (medical history). Note: a physical by a medical provider is not required.
6. 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.

Student Employment Paperwork

(All Students) After students register for EG 48999, a job will be set up for them in the Student Employment System.

(Visiting Students and First-time ND Student Employees) After student jobs are set up in the Student Employment System, students will receive notification from the Office of Human Resources to complete new-hire paperwork, including tax withholdings, a direct bank deposit form, and the [Form I-9 Employment Eligibility Verification](#). More information is below and at [New Student Employee Guide](#).

Employment Forms:

Students can access mandatory employment forms at <https://inside.nd.edu/> by keying in “Tax Withholding Elections” in the Search function.

Direct Deposit:

Direct deposit is the method of payment for everyone at Notre Dame. Students can access the online form at <https://inside.nd.edu/> by keying in “Direct Deposit” in the Search function.

Form I-9 Employment Eligibility Verification:

(Visiting Students) Students will complete the Form I-9 Employment Eligibility Verification in-person requirements **remotely** at a location nearest their residence. Students should follow the prompts at the following link to begin the process: [Online New Hire Packet](#). Once students complete the steps and provide acceptable identification, students should notify Human Resources to confirm completion at askhr_i9compliance@nd.edu.

- Please take only **original** identification documents to a location near you for official, in-person verification. **Copies or scans will not be acceptable.**
- Please do not scan or email Social Security numbers to Human Resources.

(First-time ND Student Employees) Students will complete the Form I-9 Employment Eligibility Verification in-person requirements by visiting Human Resources located at 200 Grace Hall.

Stipend and Payroll Deductions

(All students) Students will receive a \$6,200 stipend paid over the program period in equal payments and deposited by Payroll Services into their bank accounts twice monthly on the 15th and the last day of the month.

Deductions:

Mandatory payroll deductions include federal, state and local income tax withholdings, contributions to state unemployment insurance, Social Security (6.2%), Medicare (1.45%), and University fringe benefits (1.70%).

Holiday Pay:

Students will receive holiday pay when the University closes in observance of Memorial Day (Monday, May 29) and Independence Day (Tuesday, July 4).

Timekeeping:

Stipends are not required to complete a timesheet, yet students may wish to ask faculty advisors if they should track their time for other reasons.

Filing Taxes:

Based on 2023 earnings, students may need to file a tax return in spring 2024. If students have questions about this, they should consult a family member or an accountant.

On-campus Housing

Residential life at the University of Notre Dame endeavors to develop a sense of community and responsibility that prepares students for subsequent leadership and contributions to building a Christian society. All students are encouraged to reside on campus during the summer research experience.

Students who reside on campus will receive a housing allowance of up to \$1,500 toward the cost of housing. Housing expenses exceeding this amount are the responsibility of the student.

(All Students Residing on Campus) Rooms are reserved for summer Slatt scholars in [Keough Hall](#) for male students and in [Welsh Family Hall](#) for female students. All rooms are **multi-occupancy and air-conditioned. The room rate is \$31.43 (nightly) and \$220.00 (weekly).** Private rooms are no longer an option for undergraduate halls, unless students require a private room for medical reasons. The standard room options are single, double, and quad. There are a few singles, and they are much smaller but furnished the same as doubles and quads. ***Students who require a private room or have a preferred room type should contact [Barbara Villarosa](#) by April 17.***

Students are required to complete a **Summer Housing Application** to provide emergency contact information and signatures to Residential Life. ***Please do not complete the housing application until ND Energy informs you to do so.***

Move-in: Student can move into their dorm room on Monday, May 22, at 5:00 p.m. or later (ET).

Move-out: Students are required to move out of their dorm room by Saturday, July 29, at noon (ET).

Student Accounts:

[IRISHPAY](#) is the online billing and payment system for Notre Dame. Students will receive an email with their first monthly housing statement in early June. Students will log into the system to view the statement and pay online by e-check or send a check to Office of Student Accounts, 124 McKenna Hall (Phone: 574-631-7113). **Credit cards are not accepted.**

Access Card:

Students will receive a temporary access card and brass room key for their on-campus stay upon check-in. Students will return any temporary items upon their departure. Failure to do so will result in replacement charges of \$30 for the Temporary Access Card and \$100 for the Brass Key. These charges also apply to lost and damaged items.

Furnishings:

The standard modular furniture provided for each student includes an extra-long twin bed frame and 80" mattress, desk and chair, and closet/wardrobe.

Linens:

Students may bring their own linens or request them from Notre Dame at \$15/set for bed sheets and towels and a disposable pillow. Notre Dame delivers the linen packets and pillows to the dorms, and dorm staff will assist with getting them to assigned beds. **Students who wish to order a linen package should contact [Barbara Villarosa](#) by April 17 to place the order.**

Kitchen Spaces:

Kitchen spaces in the dorms are not available to prepare meals on a daily basis. Kitchens are social spaces and used to prepare an occasional meal. All users are required to clean up after themselves.

Housing/ADA Accommodations:

The Office of Residential Life will assist students with special accommodations including service and emotional support animals. **Students requiring special accommodations should contact [Barbara Villarosa](#) by April 17.**

COVID and General Illness: Students who are feeling ill or have COVID symptoms 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.

Dormitory Community Assistance:

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.

Campus Dining

(All Students) Students will receive \$500 in Domer Dollars to assist with meals at the start of the summer program. Students are encouraged to use [Campus Dining](#) to purchase meal plans and prepare for other dining options.

The **South Dining Hall** will be open from **June 5 through July 28** from 7:00-8:30 a.m. (breakfast), 11:00 a.m.-2:00 p.m. (lunch), and 6:00-8:00 p.m. (dinner).

Listed below are the summer meal plans and rates. Students can use Flex amounts at all on-campus locations and Domer Dollars at both on- and off-campus locations. A 15% discount will apply when students use Flex and Domer Dollars in the South Dining Hall.

- 230 meals (without Flex): \$3,360.00
- 150 meals (with \$275 Flex): \$2,695.00
- 120 meals (with \$150 Flex): \$2,137.00
- 80 meals (with \$110 Flex): \$1,490.00
- 50 meals (with \$110 Flex): \$1,000.00
- 32 meals (with \$110 Flex): \$ 694.00
- 25 meals (with \$110 Flex): \$ 573.00

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

- Breakfast: \$12.22 (Adult) and \$6.12 (Children, ages 6-12)
- Lunch: \$18.56 (Adult) and \$9.25 (Children, ages 6-12)
- Dinner: \$20.75 (Adult) and \$10.38 (Children, ages 6-12)

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

Additionally, there are several [other dining options](#) on Notre Dame's campus, as well as nearby restaurants at [Eddie Street Commons](#).

Travel Allowance

(All Students) Students may receive up to \$300 to assist with travel expenses to/from campus. This amount may be included in the student's stipend or reimbursed at the end of the summer program upon submission of travel receipts. ***Students should notify Barbara Villarosa of their preferred payment option by April 17.***

(Visiting Students) Students should notify Barbara Villarosa of their travel plans to include their date/time of arrival, date/time of departure, and mode of transportation.

(Notre Dame Students) Students leaving at the end of the spring semester and returning for summer research are eligible to receive the travel allowance. Students staying for summer research and leaving at the end but returning for the fall semester are also eligible to receive the travel allowance.

Parking

(All students) Motor vehicle registration for summer 2023 is \$90.00. Students will be assigned to parking areas indicated on the decal issued and should park in those lots. For further information click on [full parking rules and map](#).

(Visiting Students) Students can register their vehicle through <https://inside.nd.edu>, under the Student Life tab and within the Quick Links channel. Click on the iNDCARS icon. **Registration opens May 23.**

(Notre Dame Students) Students who already have their vehicles registered do not need to register their vehicles for the summer.

Before You Arrive to Campus

Students should contact their faculty advisor prior to their arrival on campus to discuss travel plans and the following items:

- Arrival Date/Time – What is the expected arrival time to the lab?
- Weekly Research Schedule – What are my expected work hours throughout the week?
- General Laboratory Training – Who arranges lab training and when? Are there other trainings or special instructions I need?
- Communications – Who is my lab partner or mentor? What is the best way to obtain project information and to seek advice or ask questions?
- Research Progress – Is there a regular meeting schedule to discuss research progress? How should I track my research performance and progress?

Use the space below to make notes or jot down other questions you would like to ask:

1.	
2.	
3.	
4.	

When You Arrive to Campus

(All Students) Students are required to complete the **ND Roll Call** for the **EG 48999 course** on their first day at <https://inside.nd.edu/> by keying in “ND Roll Call” in the Search function.

(Visiting Students and First-time ND Student Employees) Students will finalize their Form I-9 paperwork with the Office of Human Resources, if not completed remotely.

Professional Development and Networking Events

(All Students) Students will participate in professional development workshops and social events throughout the summer to meet other students and to broaden their research experiences. A summer event calendar will be available prior to the start of the program and shared with students and their research groups. For more information about events, including the final schedule, please visit: <https://energy.nd.edu/research/summer-research-programs/summer-workshops-and-social-events/>.

At the end of the summer program, students will present their research to a broader audience during the annual [Summer Undergraduate Research Symposium](#) and have an opportunity to represent the Slatt Fellowship Program in the 3MT Competition. Both events are on **Wednesday, July 26**, in the morning with a luncheon to follow. More details will be available in the coming months.

Final Report and “Thank you” Note

(All Students) Students will prepare a written final report summarizing their research project, objectives, and findings that will be posted on the ND Energy website and shared with the Slatt family at the end of the year with a personal “thank you” note. Students will receive a report template and stationery for the thank-you note prior to the end of the program.

Join the ND Energy Network and Stay Connected!

(All Students) ND Energy has a broad community of energy-interested individuals, groups, and organizations across various disciplines both on- and off-campus. We hope you will join our network and stay connected by following us on social media and visiting our website often.

- 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](#)

ND Energy Contact

Throughout your summer research experience, please feel free to stop by ND Energy at [115 Stinson-Remick Hall](#) and contact Barbara Villarosa at villarosa.2@nd.edu or 574-631-4776 with questions, requests for information/clarification, and to address any concerns.

