

Step	Required Entries
	<b>Participant and Department Information</b>
1.	Type UIN of current student. Leave it blank if participant is new
2.	Type Last Name exactly as it appears on participant's legal document
3.	Type in First Name exactly as it appears on legal document
4.	Type in Middle Name if known exactly as it appears on legal document
5.	Type in SSN /TCN if participant does not have a UIN .
6.	Type in Date of Birth mm/dd/yyyy ( <b>some foreign documents may use a different format</b> )
7.	Type in gender information of participant as it appears on legal document
8.	Type in department mailing address/ participant mailing address
9.	Type in citizenship status
10.	Type in participant active email address, if non - UIUC participant (participant receives notifications through this email)
11.	Type in UIUC email address if participant has one
12.	Type in participant status
13.	Type in REU Department
	<b>REU INFORMATION</b>
14.	Type in REU Program Name
15.	Type in a check mark (√) and date to the statements that best fit participant
	<b>AWARD INFORMATION</b>
16.	Type in REU Grant Number and Title
17.	Type in REU Grant begin and end date
18.	Type in the C-FOAP 1 – XXXXXX – XXXXXX – 281300 - XXXXXX
19.	Type the name of REU appointing unit / department
20.	Type the Time Sheet Organization Code ( <b>the 6 digit organization code of appointing department /unit</b> )
21.	Type in the REU award start date
22.	Type in the REU award end date
23.	Type in the amount of monthly stipend payments ( <b>must be equal monthly amount</b> )
24.	Type in <b>total</b> number of stipend payment
25.	Type in the expected date of <b>first payment</b>
	<b>COMMENT AND CONTACT</b>
26.	Type in comments (information the Graduate College needs to take note of)
27.	Type in contact name, telephone number, date, and authorized contact's UIN
	<b>UPLOAD INSTRUCTION</b>
28.	<b>DO NOT EMAIL COMPLETED FORM</b> , send as directed on the form