REAP Procedures and Flow

**Students**

Visit REAP website [http://reap.oiss.rice.edu/](http://reap.oiss.rice.edu/), create login and complete site visit approval request.

Receive approval or denial for site visit via email, along with “Statement of Understanding” to be read, printed, signed, and returned to OISS.

Take REAP materials and complete site visits during trip to home country.

Upon completion of visits, student logs in to REAP account to complete site visit survey.

Receives email indicating successful completion of program, and request to print Student “Personnel Action Form – Rice Work” from ESTHER. Student returns unused materials, school letters, and signed Personnel Action Form (PAF) to OISS for honorarium processing.

Receives honorarium payment from REAP in 5 – 6 weeks. Check will be waiting in the Payroll office, unless student has already set up direct deposit payments previously.

**OISS**

Receives email indicating REAP request for participation, logs into REAP administrative section to approve or deny request. Prepares institution letters and packets for approved visits.

Obtains signed “Statement of Understanding” from participant, and releases REAP program materials to student (packet, institution letters, Rice University brochures, etc.).

Receives email indicating survey completion of participant. OISS logs into REAP administrative section to review and approve survey completion, and print official “Certificate of Participation” for signature.

Releases official signed “Certificate of Participation” to student. Completes student PAF for one-time pay of $125, and sends to Student Financial Services. OISS then logs into administrative REAP and clicks on “Process Payment”, to archive record and indicate completion of program participation.

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