**REAP Procedures and Flow**

**Students**

- Visit REAP website [http://oiss.rice.edu/reap](http://oiss.rice.edu/reap), create login and complete site visit approval request.
- 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.
- Receive approval or denial for site visit via email, along with “Statement of Understanding” to be read, printed, signed, and returned to OISS.

**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.

**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.**

**Releases official signed “Certificate of Participation” to student. Completes student PAF for one-time pay of $150, 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.**

**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.**

Revised 4/8/2016