

**CERP**Computing Research Association
Evaluation

REU Evaluation PI Checklist

Thank you for participating in this year's REU Evaluation! This is a quick reference guide of the key steps, action items, and deadlines necessary for conducting the evaluation.

Task	Timeline
Before your REU	
☐ Complete the REU Evaluation interest form	As early as possible
☐ Complete the PI pre-program form	2-4 weeks before your REU begins
During your REU	
☐ Distribute the REU student pre-test survey	Starting 1-2 weeks before your REU begins, students to complete within first 2 weeks of REU
☐ Complete the PI post-program form	In the last week of your REU
☐ Distribute the REU student post-test survey	In the last week of your REU
After your REU	
☐ Review your PI Site Report	2-3 months after the last summer REU ends
☐ Complete the CERP feedback form on the report and evaluation process	2-3 weeks after you receive your report