

Corps Start-up Quick Reference Guide

| Task | Fall Due Date | Spring Due Date | Prompt |
|--|-------------------------------|------------------------------|--|
| Establishing new STARS Computing Corps site | | | |
| New STARS: Apply to start a new funded STARS site: <ul style="list-style-type: none"> Complete Institutional Application. Complete Institutional Data Request Form. | Rolling due date | | |
| STARS Funding and Evaluation | | | |
| Register on STARS Online . <ul style="list-style-type: none"> New STARS faculty and students – register for first time Returning STARS students – update profile type to <i>Student</i> and update all profile fields | 15-Oct | 1-Feb | Evaluation Assistant (EA) prompts students |
| New students complete pre-survey | | | Comes as link on registration confirmation email (FYI sometimes this goes to Spam) |
| New students and faculty complete <i>Vendor Information</i> and <i>Direct Deposit</i> forms to receive funding: <ul style="list-style-type: none"> Access from Resources > Forms. Submit directly to the applicable department at UNCC. | 15-Oct | 1-Feb | EAs prompt students |
| Academic Liaisons confirm students' eligibility for stipends based on emailed list of registered students and missing forms. | 25-Oct | 11-Feb | Individual emails |
| Evaluation Assistants and Academic Liaisons complete Narrative (Spring Narrative includes request for funding for the next academic year). | 30-Nov | 30-Apr | EAs |
| All students complete program survey. | 1-Dec | 1-May | Received through email |
| STARS Celebration Participants | | | |
| Academic Liaisons determine which students should attend Celebration and estimate the travel support needed on <i>Travel Scholarship Request</i> . | | 25-Apr | Notified of Travel Scholarship Request |
| Academic Liaisons confirm Celebration registrants for hotel reservations. | | 30 days prior to Celebration | Individual emails |
| Submit UNCC Travel Reimbursement Form for Celebration travel. | 2 weeks following Celebration | | |