

# RICE UNIVERSITY INTERNATIONAL TRAVEL AND RESEARCH CONDITIONS OF WAGONER AWARD ACCEPTANCE

## AWARD RESPONSIBILITIES

I, \_\_\_\_\_, commit to the conditions and responsibilities of the Wagoner Foreign Study Scholarship Program (the "Program") facilitated through Rice's Office of Graduate and Postdoctoral Studies, if I am selected for this award.

1. I understand that the awards for the program are distributed to my graduate program and are available to me as my graduate program deems appropriate, often through a cash advance / direct deposit by the Rice University Controller's Office. I understand that cash advances will not be available until three weeks prior to the departure date. Furthermore, I understand that funding will not be dispersed until all of the necessary IRB/IACUC/IBC approvals have been granted. Based on this information, it is my responsibility to plan my travel accordingly and to make arrangements for the deposit to receive funds.

2. I am fully informed that the funds awarded through the Program are to carry out the proposed project in the location, according to the budget, and during the time period reviewed and approved by the Rice Graduate Council and the funds can only be used between December 2022 and July 2024, unless a deferral is formally approved by the Dean of Graduate and Postdoctoral Studies. I fully understand that use of funds is limited to approved international travel expenses and that research equipment, including, but not limited to computers, cameras, and recorders, is not an approved expense. If I do not use all the awarded funds, I agree to reimburse the unused portion to Rice University and understand that the Office of Graduate and Postdoctoral Studies may request reimbursement if sufficient documentation of expenses is not submitted. This reimbursement will be made within two weeks of my return from my Wagoner trip.

3. If I need to revise my project, I shall submit revisions to the Office of Graduate and Postdoctoral Studies at least 30 days prior to the originally proposed departure and return dates. I will not pursue revised plans until I have received approval from the Dean of Graduate and Postdoctoral Studies or his designee. If I decide not to pursue or to discontinue the approved project, I further agree to notify the Office of Graduate and Postdoctoral Studies and to reimburse the awarded funds to Rice University. I also agree to follow all Rice travel policies and will register my travel through [International SOS](#).

4. I am fully informed that I am responsible for reporting all additional funds received from outside sources to support my international travel, research, and/or study to the Office of Graduate and Postdoctoral Studies and that the amount of my scholarship will be reduced by the amount received from other sources. I further understand that if I accept any other scholarship that fully funds international research at any time between December 2022 and July 2024, I must decline the award from the Program.

5. I shall comply with the reporting guidelines of the Program by submitting final report upon completion of the Program. The reports must be submitted via webform at <http://graduate.rice.edu/wagoner>. The report will include the following: 1) a thank you letter to the donor; 2) a blog post regarding the experience; 3) a photograph of you abroad; 4) an expense report outlining how funds were used and receipts and 5) copies of written work produced during the scholarship period. Additionally, I shall acknowledge the Program in all future published work related to the funding.

6. US Citizen or Resident Alien. **I am fully informed that as a recipient of a fellowship/scholarship that I may have a tax obligation.** Rice University will issue a tax form reporting my award, and I am solely responsible for determining how the tax law applies to my particular circumstances. Ultimately, it is my responsibility to determine my tax liability and to file an appropriate tax return with the Internal Revenue Service each year.

Non-resident Alien. I am fully informed that as a recipient of a fellowship/scholarship that because I am

not a United States citizen that payment to me is governed by my visa status, United States laws, and/or the tax treaty between the US and my country of residence. **Accordingly, payment made to me may be taxable and may be subject to withholding even though it does not represent compensation for services.** Furthermore, Rice University may issue a tax form reporting my award, and I am solely responsible for determining how the tax law applies to my particular circumstances. Ultimately, it is my responsibility to determine my tax liability and to file an appropriate tax return with the Internal Revenue Service each year.

Signature of Wagoner applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed dates of project: \_\_\_\_\_

Places of travel: \_\_\_\_\_