

**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 disbursed through direct deposit by the Rice University Controller's Office, and those awards over \$9,000 are disbursed in 2 installments: 1st installment- 60% and 2nd installment- 40%. I acknowledge that I will receive the first installment only after I have submitted the receipt for the plane ticket to the Office of Graduate and Postdoctoral Studies and that I will receive the second installment after I submit the mid-year report, described below (5), to the Office of Graduate and Postdoctoral Studies. 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 that the funds can only be used after April 2021 and must start within 6 months of the end of dual-delivery teaching accommodations Rice has made due to the coronavirus, unless a deferral is formally approved by the Dean of Graduate and Postdoctoral Studies. I understand that my travel is expected to follow the University's travel policy at the time of travel and recognize <http://coronavirus.rice.edu> has additional information regarding travel during the COVID pandemic. I further acknowledge that I am advised to register my travel through International SOS: <https://riskmanagement.rice.edu/traveling-abroad-sos>.
3. I fully understand that use of funds is limited to approved international travel expenses and that durable research equipment, including, but not limited to computers, cameras, recorders, and other electronics is not an approved expense. Approved expenses include economy class airfare, local travel, modest room and board expenses, translation services, and access fees. Expenses for durable items related to transportation or housing that will not be able to be used beyond the trip (e.g. purchase of bicycle or tent to be left abroad) should be pre-approved prior to purchase. Furthermore, I understand that if I do not use all the awarded funds, I agree to return the unused portion of the cash advance to Rice University and understand that the Office of Graduate and Postdoctoral Studies may request a return of funds if sufficient documentation of expenses is not submitted.
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. I understand that no additional funding will be awarded for the revised trip and the revisions must still meet the original requirements of the award. 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 return the awarded funds to Rice University. I understand that Wagoner funds must be used prior to my graduation or my Wagoner funds will be forfeited.
4. I am fully informed that I am responsible for reporting all additional funds received from Rice and external 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 April 2021 and June 2022, I must decline the Wagoner award.

5. I shall comply with the reporting guidelines of the Program by submitting a mid-year report by December 1, 2021 (for all year long experiences) and a final report upon completion of the Program. The reports must be submitted via webform at <http://graduate.rice.edu/wagoner>. Both reports include the following: 1) a thank you letter to the donor, the estate of James Wagoner; 2) a one-page summary of 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: _____

Country(ies) of travel: _____