

**RICE UNIVERSITY TRAVEL AND RESEARCH CONDITIONS OF
EXPANDING HORIZONS FELLOWSHIP ACCEPTANCE**

AWARD RESPONSIBILITIES

I, _____, commit to the conditions and responsibilities of the Expanding Horizons Fellowship Program (the "Program") facilitated through Rice's Office of Graduate and Postdoctoral Studies ("GPS"), 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 (and it is my responsibility to get any of these approvals as necessary). 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 GPS, unless a deferral is approved by the Dean of Graduate and Postdoctoral Studies or his designee. I fully understand that use of funds is limited to approved 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 GPS may request reimbursement if sufficient documentation of expenses is not submitted. This reimbursement will be made within two weeks of my return from my travel.

3. If I need to revise my project, I shall submit a revised proposal, travel dates, and budget to GPS via email at gradfellowships@rice.edu at least 30 days prior to the originally proposed departure date. I may not use the revision to request additional funding from the Program (beyond the amount designated in the original award letter for that cycle). Further, I will not pursue revised plans until I have received approval from GPS by emailing gradfellowships@rice.edu. If I decide not to pursue or to discontinue the approved project, I further agree to notify GPS and to reimburse the awarded funds to Rice University.

4. If I am traveling abroad, I agree to follow all Rice international travel policies (review [Policy 852](#)) and will register my travel through [Crisis24](#).

5. I am fully informed that I am responsible for reporting all additional funds received from outside sources to support my travel, research, and/or study to GPS. I further understand that if I accept any other scholarship that fully funds the research trip I proposed in my Expanding Horizons Fellowship application, I must decline the Expanding Horizons Fellowship award. I also understand that, while I may use other funds to cover costs associated with this research trip that are not covered by this award, I may not use another funding source to cover the same budget items, and I must report the additional funding for my trip to GPS. GPS reserves the right to prorate the Expanding Horizons Fellowship Award if combined with another grant or fellowship.

6. I shall comply with the reporting guidelines of the Program by submitting a final report upon completion of my research travel (due four weeks after I've returned). The reports must be submitted [via this form](#). The report will outline the research experience and include a thank you to the donor and at least one photograph of me abroad: additional guidance will be provided with the award letter. By applying to this award, I acknowledge that my report material(s) may be provided to the donor or published on the website. Copies of written work produced during the scholarship period should also be submitted. Additionally, I shall acknowledge the Program in all future published work related to the funding.

7. 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 Expanding Horizons Fellowship applicant: _____

Date: _____

Dates of project: _____

Places of travel: _____