**The Flatley Center for Undergraduate Scholarly Engagement (CUSE)**

Funding Agreement Contract

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** agree to the following terms and conditions in accepting this award from the Flatley

Center for Undergraduate Scholarly Engagement in the amount of $**\_\_\_\_\_\_\_**.

* Within 7 days of receipt of the award letter, I must complete and return this funding agreement contract.
* Within 7 days of accepting this award, I must either, depending on the nature of my project, return my domestic travel waiver to the CUSE office or complete all steps necessary to register for International Travel through the NDI office. CUSE must be included on the NDI application to receive confirmation of your approval.
* I understand that all research involving human subjects must be reviewed and approved by the Human Subjects Institutional Review Board (HSIRB) before research can begin or funds can be issued. If applicable, I will either list the CUSE e-mail in the “Administrative contact” OR forward a copy of my IRB approval to CUSE at [urnd@nd.edu](mailto:urnd@nd.edu) so that the Center may be notified of the approval.
* I agree to use my awarded funds to conduct my project as proposed in my application and in accordance with the CUSE allowable expenses hand-out. I further agree to abide and fulfill all obligations outlined in the award letter (e-mail) that I received.
* I understand that, with the return of the funding agreement, travel waiver and IRB approval, CUSE will provide 75% of the awarded funds prior to the commencement of the experience and the remaining 25% after the experience. I am responsible for submitting receipts for all allowable expenses as outlined in an attachment received with the award letter. If my receipts for allowable expenses do not total the 75% awarded up-front, I must reimburse CUSE the difference.
* I understand that all students funded for Research, Research Assistantships, or Creative Endeavors are expected to present their research in either poster or oral presentation at the Undergraduate Scholars Conference or College of Science Joint Annual Meeting (COS-JAM), which takes place annually on the Friday of Reading Days each spring semester. Feel free to contact us if you have any questions about the presentation requirement.
* I agree to the grant recipient responsibilities described in my award letter. Specifically, I understand that I must bring my receipts, and expense report template to the CUSE office by the date specified on my award letter. At that time I will complete thank you notes for CUSE donors. I will also email three photographs of myself engaged in the experience to [urnd@nd.edu](mailto:urnd@nd.edu).
* I understand that both my report and my photograph may be used to share my experience with persons outside the Center, and I agree to grant CUSE permission to use them by signing this document. If I wish to deny this permission (or to withdraw it in the future), I agree to notify CUSE of such in writing when I submit this form (or at such time as I withdraw my permission). I further agree to consider future requests from CUSE to share my experience at organized events or institute functions.

**I understand that I will not be fully reimbursed until I complete these responsibilities.**

I hereby accept this funding for my project entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Printed Name ND ID

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Signature Date

Do you have direct deposit established with the University:  Yes No

Local address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_