

## FRFF Award Agreement

Award Date: \_\_\_\_\_

FRFF Grant Number: \_\_\_\_\_ Amount of Award \$ \_\_\_\_\_

Project Title: \_\_\_\_\_

Dear \_\_\_\_\_,

Congratulations on being selected to receive a grant from the *Frank-Ratchye Further Fund* (FRFF) — an endowment to encourage the creation of innovative artworks by the faculty, students and staff of Carnegie Mellon University. With this fund, the Frank-Ratchye STUDIO for Creative Inquiry seeks to develop a cache of groundbreaking projects created at CMU — works that can be described as “thinking at the edges” of the intersection of disciplines. Upon receiving this support, we ask you to agree to the following:

- ◆ I agree to use the funds as described in my proposal.
- ◆ I agree to submit a final narrative report and financial statement within one month of the project’s completion. A template for this is available on the STUDIO’s web site.
- ◆ I expect my project to be completed by \_\_\_\_\_ (*generally, within 6 months for FRFF Microgrants, or 12 months for regular FRFF grants*), and agree to seek an extension in writing otherwise, if necessary.
- ◆ I agree to provide documentation of the supported project, in the form of textual descriptions, high-resolution images (photographs, screenshots, diagrams, etc.), video, audio recordings, and/or links to source code repositories, for presentation on the STUDIO’s website, within one month of the project’s conclusion.
- ◆ I agree to acknowledge the support of this Fund wherever the work is exhibited or presented (e.g. in web sites, exhibition catalogues, and/or event programmes) using the phrase, “*This project was supported in part by funding from the Carnegie Mellon University Frank-Ratchye Further Fund.*” I also agree that when possible, I will also display the logo of the Frank-Ratchye STUDIO for Creative Inquiry in association with this credit. This logo is available at <http://bit.ly/sfci-logo>
- ◆ I have read the attached addendum, on FRFF payment guidelines.

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Signature of Awardee

Date

# Addendum: FRFF Payment Guidelines

## Overview

Grants may be disbursed in any of the following three ways, including in combinations of these ways, by arrangement with the STUDIO:

- By **direct purchases** through the university's accounting system — in which the STUDIO or another departmental business administrator makes tax-exempt purchases of supplies or equipment (etc.) on the awardee's behalf;
- In the form of **reimbursements for expenses**, upon submission of valid receipts and justifications to the STUDIO;
- For students only, the option also exists to receive a grant as **a check made out to the awardee**. This option is only available to students.

## FRFF Grants to STUDENTS:

Students who elect to receive all or part of their award in cash will receive a “non-qualified scholarship” in the form of an electronic bank transfer for the specified grant amount. The STUDIO's business administrator will prepare a FRFF Agreement and non-qualified scholarship paperwork for the students' review and signature.

*Please note carefully:* Depending on your employment and/or visa status within the United States, FRFF funds received as cash may constitute taxable income. For the tax purposes of U.S. Citizens and Resident Aliens, this income is self-reported; a student recipient will not receive a Form 1099 and no tax will be withheld on the income. It is advised that the students contact their personal tax advisor regarding possible tax consequences.

By contrast, Foreign Nationals (Nonresident Aliens) are subject to tax withholding and reporting on non-qualified scholarships. The only way to be exempt from this tax is *if* there is a treaty between the foreign national's home country and the United States, *and* if the recipient is qualified to take advantage of the treaty. In practice, this means that foreign students who elect to receive their FRFF award in cash will have taxes withheld, and should plan their budgets accordingly.

## FRFF grants to FACULTY AND STAFF:

Any payments to faculty and staff will be paid exclusively as expense reimbursements. The STUDIO's business administrator will prepare all expense reimbursements once receipts and “justifications” (i.e. written explanations of expenses) are received.

If the faculty or staff member does not have their own CMU purchasing card (PCard), the STUDIO's business administrator will order all materials. In order to reconcile these expenses for auditing purposes, the STUDIO's business manager requires justifications for all expenses.