



Career Center  
Terre Haute, IN 47809  
812-237-5000

June 21, 2019

Haijing Tu  
Communication

Dear Haijing,

Congratulations, you have been awarded a Career Readiness Faculty Summer Stipend of \$3500.00. This stipend is to provide funding for faculty members pursuing scholarly research, curriculum development and/or project implementation related to incorporating career readiness into the curriculum.

The implementation plan for your project is due on August 9, 2019. A final report is due by December 20, 2019 to Tradara Mclaurine in the Career Center. Upon completion, you will be awarded the stipend through a One Time Only.

One half of the stipend will be given upon receipt of the implementation plan and the balance upon receipt of the final report. Additional terms of the stipend are as follows:

**1.) Project Activities:**

- a. No significant changes to the project shall be made without first seeking in writing and receiving approval from Tradara Mclaurine, Executive Director, Career Center.
- b. Requests to modify the approved project must be submitted in writing with a rationale for the change.
- c. In the event that the Grantee is unable to comply with the terms of the project, funding for the project will be terminated and the Grantee will submit a written explanation for the reasons for cancellation of the project.

**2.) Compliance with University Policies and Regulations:**

- a. All ISU supported projects are administered in accordance with established University fiscal procedures and research policies including:
  - i. Travel regulations  
<http://www.indstate.edu/controller/finance/trav-bud/home.html>
  - ii. Hospitality guidelines <http://www.indstate.edu/controller/finance/hospitality.htm>
  - iii. Protection of human subjects  
<http://www.indstate.edu/irb/>
  - iv. Intellectual property rights  
[http://www.indstate.edu/osp/Intellectual%20Property/Intellectual\\_property.htm](http://www.indstate.edu/osp/Intellectual%20Property/Intellectual_property.htm)
- b. Money awarded may not be spent on items/services prohibited by state law (e.g., gifts for project participants, etc.).

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2019 Career Readiness Faculty Summer Stipend

We wish you much success as you carry out your project.

Sincerely,

*Tradara McLaurine*

Tradara McLaurine  
Executive Director, Career Center

cc: Dr. Nancy Rogers, Vice President, Division of University Engagement