

## **TERMS AND CONDITIONS OF THE AWARD**

The Macmillan International Dissertation Research Fellowships cover expenses related to dissertation field research conducted **outside the United States**.

Please note that **NOT** all expenses can be charged to the MacMillan International Dissertation Research Fellowships. Below is a list of some of the **UNALLOWABLE** expenses that must be excluded.

- Personal expenses, such as food, toiletries, etc.
- Expenses related to attending conferences
- Survey firms' contracts, data sets, etc.
- Gifts and tokens to surveys participants and informants
- Research assistants and any expenses related to them
- Translators, interpreters (may be allowed in special cases)
- Business meals, networking with faculty members and students
- Gifts to hosts, community, donations to charity
- Additional health insurance coverage, that goes beyond already provided by Graduate School GeoBlue travel insurance, such as mental health counseling, dental/eye coverage
- Equipment that will become the student's personal property, such as, cameras, recorders, computers, etc.
- U.S. visa fees
- Ticket change fees, extra luggage fees
- Books and journals (allowed only if not available at a library or online resources)
- Lab equipment, lab tests, camping gear etc. (in special cases it is allowed, but the amount cannot be more than one-fifth of the proposed budget)
- Software (allowed in special cases)
- Charges inside the United States (excluding airport shuttle)
- Taxes
- Tuition for language courses (allowed in special cases when a required language is not offered at Yale)

## **Multiple Awards**

MacMillan International Dissertation Research Fellowships can be used to supplement the support you may receive from other Yale and external funding sources. It is expected that a student who has won and accepted a fellowship award will notify the Fellowships Office if other fellowship applications are still pending. If a student is offered multiple awards for the same project, the student should notify the Fellowships Office and the other appropriate offices to ensure that awards are distributed equitably.

You may receive the International Dissertation Research Fellowship and a Yale stipend at the same time, provided that you have necessary approvals from your department's registrar and financial officer.

## **TAXES**

Under the Tax Reform Act of 1986, most fellowship monies are considered taxable income. Certain fellowships are "qualified," in which case specific portions of the funds awarded may be deductible. Fellowship recipients are advised to consult a tax adviser regarding the declaration of fellowship funds

and to review carefully Chapter I of the IRS Publication 970 - Tax Benefits for Education. While the MacMillan Center cannot offer tax advice, the IRS Tax Office on Court Street, New Haven, offers free tax advice.

### **Academic Standing**

Fellowship recipients must be in good academic standing at the time the fellowship is awarded.

### **Changes to Project**

This grant is contingent upon your undertaking the project as presented in your application. If your project substantially changes and/or you will not be able to complete your project, please immediately contact Ms. Muravnik to discuss the changes. Should you fail to undertake or complete the project presented in your application, full or partial return of awarded funds will be required. The MacMillan Center reserves the right to audit the use of this grant award. The MacMillan Center also reserves the right to retrieve the funds granted if any of the above mentioned conditions are not met.

The University strongly encourages all students to register their travel plans on the Yale Emergency Travel Registry <https://transact.med.yale.edu/world/travelform/>. At the time of receipt of your award you must fill out the Assumption of Risk and Waiver. This waiver indicates that you have been apprised of the safety concerns for the country to which you are traveling.

### **Reports and Receipts**

You will need to submit the final report within two weeks after your return on campus. Please use the report template provided below.

You will also need to submit your completed airline ticket and receipts for the major expenses (housing, transportation, archival fees, etc.) as part of your report. The MacMillan Center reserves the right to audit your use of these fellowship funds.

**PLEASE KEEP A LOG OF ALL EXPENSES ASSOCIATED WITH THIS PROJECT, AND SAVE ALL RECEIPTS.** A template is provided below.


### **Media**

In addition to your report, we would be interested in capturing your work abroad through photos or videos that you have taken and possibly a short interview about your experience to use for the MacMillan Center websites and Facebook pages. Marilyn Wilkes, Director for Communications at the MacMillan Center, may contact you upon your return to schedule an interview.

If you have any questions please feel free to contact Julia Muravnik at [julia.muravnik@yale.edu](mailto:julia.muravnik@yale.edu).

Please sign, date and return via email to [macmillan.fellowships@yale.edu](mailto:macmillan.fellowships@yale.edu).

Print Name: Josh Phillips

Signature:  \_\_\_\_\_

Date: 20 June 2018

**Release of funds:**

To set up the fellowships for payment you will need to send the following documents to [macmillan.fellowships@yale.edu](mailto:macmillan.fellowships@yale.edu).

1. Signed Fellowship agreement. An email stating that you agree to the terms of the fellowship will suffice.
2. Proof that prospectus is approved (only if it was not yet approved in the time of application). An email from the registrar will suffice.
3. Assumption of Risk and Waiver (attached)- a signed should be emailed to the address above.
4. Start date and end date of travel.
5. IRB approval ONLY if required for your project (please forward me the approval email). Please go to <https://your.yale.edu/policies-procedures/other/student-projects> to see if your project needs to be reviewed, for advice on working with human subjects, and for more information about the IRB process and requirements.
6. Register your travel with Yale Office of International Affairs <http://world-toolkit.yale.edu/yale-travel-registry-instructions>

Payments are processed through GSPS on a semi-monthly basis (on the 15th and the last day of the month).

**Assumption of Risk and Waiver**

I, [Josh Phillips](#) will undertake a Yale-funded project or pursue

(*name*)

Yale-approved research, an internship or study abroad away from the Yale University campus

**Program/Project/Course Title:** [Dissertation \("The intersection of temporal and modal interpretation"\)](#)

**Funding Source Name:** [MacMillan Centre](#)

**Location (Country/City):** [Arnhem Land, Northern Australia](#)

**Host Institution/Organization (if applicable):**

n/a

I hereby acknowledge that I have voluntarily and freely elected to accept the above-named fellowship or participate in the above-named program or project, and that I am not required to do so. I understand and agree that Yale University and/or its representatives assume no liability in the event of accident or illness, nor for damage or injury to person or property of any nature whatsoever. In accepting this award or participating in this program, I voluntarily and freely assume all risk of accident, injury, illness, or damage to or loss of property. Yale University shall not be responsible to any person for any of my acts or omissions.

I agree to release, indemnify, and hold harmless Yale University from and against any claim which I, my parents or guardian or any other person may have for any losses, damages, or injuries arising out of or in connection with my participation in the fellowship or in the program.

I understand that it is my responsibility to monitor for updates the list of countries to which Yale University restricts funded-travel or approved-study abroad ([www.world.yale.edu/travel](http://www.world.yale.edu/travel)). Furthermore, I understand that should the country to which I am scheduled to travel be added to the restricted list, then Yale may no longer permit such travel.

I hereby certify that I was born on . I am, therefore, of legal age (eighteen [18] or older) and competent to execute this Assumption of Risk and Waiver; that in doing so of my own free will and accord, voluntarily and without duress, and that I do so intending to bind myself, my executor, my heirs, and administrators or assigns to the fullest extent.



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*Student Signature*

*Date*