

January 12, 2024

William Byrd Chesney Warlick
1249 Smith Union

Dear William,

I am pleased to inform you that the College wishes to offer you a **Student Faculty Research Grant Fellowship** supported by my NSF grant titled Modeling Search within the Mental Lexicon where you will be involved in learning and implementing experiments and models related to memory search and retrieval.

Terms. By accepting this fellowship, you agree to commit to 6-8 hours per week of effort during the spring 2024 semester toward the completion of your proposed project and to refrain from on-campus employment during the period of your fellowship appointment. Should I determine that you are not making sufficient progress toward the research goals set forth in your proposal, the College reserves the right to discontinue stipend support. The research you carry out as a fellow may become part of an honors project should you receive permission from a faculty mentor and the relevant department.

Award. Your fellowship carries a \$1,800 award, payable to you by direct deposit in two equal installments on February 1 and March 28, 2024. If you do not already have direct deposit set up with the College, please fill out the Direct Deposit Authorization Form attached to this letter and return it with your signed award letter.

Training. By accepting this fellowship, you understand that you are required to complete the **Collaborative Institutional Training Initiative (CITI)** and **Ethical Conduct of Research (ECR)** online training modules before any lab work can begin and will work with all necessary parties to coordinate training.

How to Accept this Fellowship. To accept this fellowship under the terms outlined above, please e-mail your completed award packet to Laura Pilgrim at l.pilgrim@bowdoin.edu by **January 12, 2023**. Please ensure I am copied on your response. Note that the paperwork for your award cannot be processed until your completed packet is received.

Congratulations on your award and the honor it carries. I look forward to working with you.

Sincerely,

Abhilasha Kumar
Assistant Professor of Psychology

cc: Laura Pilgrim, Post-Award Grants & Contracts Sr. Financial Analyst, Controller's Office

Please check all that apply:

☐ **I accept the offered fellowship and agree to the terms stated above and have checked the appropriate boxes below.**

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I have read the appendix following this award letter and agree to its terms. |
| <input type="checkbox"/> | <input type="checkbox"/> | I already have direct deposit set up with the College. <i>If you answer "no" to this question, please fill out the attached Direct Deposit Authorization Form and return it with your signed award letter.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | My offered fellowship might or will involve international travel, and I have sent my completed Executive Assistance Program paperwork (available at https://www.bowdoin.edu/finance/pdf/international-travel-form.pdf) along with a copy of my passport to Jim Kelley (jkelly@bowdoin.edu), and have provided a copy of both documents to this award letter. |
| | | Location: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | My research project involves human subjects, and I have had a conversation with my faculty mentor about next steps for review by Bowdoin's IRB. |
| <input type="checkbox"/> | <input type="checkbox"/> | My research involves vertebrate animals, and I have had a conversation with my faculty mentor about next steps for review by Bowdoin's IACUC. |
| <input type="checkbox"/> | <input type="checkbox"/> | Before accepting their offered award, international students are required to reach out to Lynne Toussaint (ltoussai@bowdoin.edu), Director of Payroll and Accounts Payable, to ensure that they fully understand how potential tax obligations may affect their award amount. I am an international student, and I understand, based on my conversation with Lynne Toussaint, what my award amount will be. |
| <input type="checkbox"/> | <input type="checkbox"/> | This is the only Bowdoin-funded fellowship or internship I plan to accept for the Spring 2024 and my semester commitments for funded research or employment will not exceed the 20 hour per week limit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Research fellows must comply with all health and safety guidelines and requirements outlined by the College. Fellows are responsible for knowing the current guidelines and for following all corresponding health and safety protocols. Fellows must comply with any policies governing student conduct. If students do not comply, the College has the right to rescind their awards. |

☐ **I decline the offered fellowship.**

Student Signature: _____

Date: _____

APPENDIX

International Travel. Bowdoin students and faculty have access to the Executive Assistance Program when they are traveling outside of the United States. If there is a chance that your fellowship activities will include international travel, please check the appropriate box at the end of your award letter. In addition, please visit <https://www.bowdoin.edu/finance/travel/protected/international-travel.html> to read about the preparations you need to make for international travel. Please register your trip by completing the “[Information Checklist for Travel Abroad](#)” form found in the “**Registering Travel**” section of that website and submit them, along with a copy of your passport, to Jim Kelley (jkelly@bowdoin.edu), and provide a copy of both documents when you return your signed award letter to Gina Pappas in the Office of Student Fellowships and Research to indicate you have accepted this fellowship. You will also be required to sign an international travel waiver to be provided by Jim Kelley.

Research Involving Human Subjects. Projects involving human subjects may need to be covered by a protocol approved by Bowdoin’s Institutional Research Board (IRB). Human subjects research includes collecting data through interviews and surveys, using private information from identifiable individuals, and experimental testing on individuals. Fellows should talk with their faculty mentors and visit the [IRB website](#) to determine if a project requires IRB review. If IRB review is required, an application must be approved prior to beginning the research and before receiving the first award payment. Applications should be submitted two months prior to beginning research. Please contact the [IRB chair](#) for more information.

Research Involving Vertebrate Animals. Projects must be covered by a protocol approved by Bowdoin's Institutional Animal Care and Use Committee (IACUC) before any research can commence. Often a student’s research project will fall under the auspices of a faculty member’s existing protocol. Fellows should talk with their faculty mentor and visit the [IACUC website](#) to learn whether they should submit an application to Bowdoin’s IACUC. If an application is required, it must be approved prior to beginning research and before receiving the first award payment. Applications should be submitted two months prior to beginning research. Please contact the [IACUC chair](#) for more information.

International Students. If you are not a U.S. citizen or lawful permanent resident, contact Lynne Toussaint in the Controller’s Office (725-3843 or ltoussai@bowdoin.edu). She will explain the process that needs to happen before you can begin this fellowship. Lynne will help you with your U.S. tax determinations and potential obligations and explain how to access the College’s international taxation software program, Glacier, to determine your residency and United States tax status. Even if you have previously entered data into the Glacier system, you may need to update that information.

Student Fellowship Tax Information

Fellowship amounts paid to you and housing costs provided in-kind to you may be considered to be taxable income to you. If you are a U.S. citizen, lawful permanent resident or resident alien for tax purposes, Bowdoin College is not required to withhold on the amounts paid and is not required to report the amounts paid on Form 1099-MISC or other reporting form, even if these amounts are taxable to you. Bowdoin College will provide you with a statement by the end of January the following year that will set forth the amounts paid to you or on your behalf, or provided in-kind to you. You are encouraged to consult your own tax advisor to determine the taxability of any of these payments made to you. You will be responsible for fulfilling all of your U.S. tax reporting obligations including paying any tax due.

If you are a nonresident alien for tax purposes, Bowdoin College may be required to withhold and report the amounts paid to you or on your behalf, or provided in-kind to you. In general, nineteen percent withholding is required on scholarships and fellowships paid to nonresident aliens. An income tax treaty between the U.S. and your country of tax residence may operate to reduce or eliminate withholding on these amounts.

If you are not a U.S. citizen or lawful permanent resident, Bowdoin College will request that you provide information (or update existing information) via the GLACIER On-line Tax Compliance System to determine your residency status for tax purposes, to assist in determining the appropriate withholding (if any) or tax treaty exemption, and to gather any required documentation. Failure to provide this information will result in the maximum amount of tax being withheld from your payments. Bowdoin College will report amounts paid to you under this fellowship on Form 1042-S by January 31 of the year following your award for amounts paid during the previous calendar year. You will be responsible for fulfilling all of your U.S. tax reporting obligations including paying any tax due.

Fellowship/Scholarship Direct Deposit Authorization Form

Instructions:

- To be used if you are not working on campus through Student Employment.
- Ensure that the listed **Routing Transit Number** (i.e., bank's number) and **Account Number** (i.e., your number) are correct.
 - Please note that the number embossed on your debit card is NOT your account number. Please seek assistance from your financial institution, if necessary.
- If depositing to a savings account, ask your bank to give you the **Routing Transit Number** for your account - it isn't always the same as the number on a savings deposit slip.

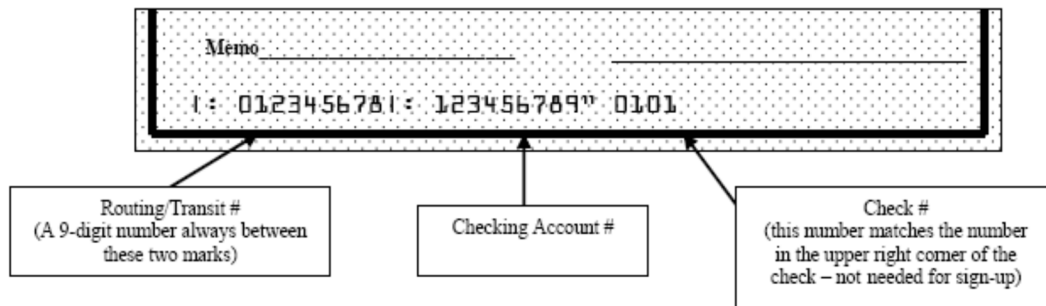
- ☐ New Setup
☐ Change (maintain current until the new account takes effect? ☐ Yes ☐ No)
☐ Cancellation

1. Bank Name: _____

Routing Transit Number: (nine digit number appearing on bottom of check)

Account Number:

☐ Checking ☐ Savings



I hereby authorize Bowdoin College to deposit any amounts owed to me by initiating credit entries to my account at the financial institution indicated on this form. Further, I authorize the financial institution to accept and to credit any credit entries indicated by Bowdoin College to my account. In the event that Bowdoin College deposits funds erroneously into my account, I authorize Bowdoin College to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Bowdoin College has received written notice from me of its termination in such time and in such manner as to afford Bowdoin College reasonable opportunity to act on it.

Student Name (print): _____ Student ID: _____

Signature: _____ Date: _____