DOW SUSTAINABILITY FELLOWS
UNIVERSITY OF MICHIGAN

Award Terms and Conditions Form
Dow Distinguished Awards Competition

Title of Dow Distinguished Award Project: ____________________________________________
________________________________________________________________________________

Names of Student Team Members: _________________________________________________
________________________________________________________________________________

Projects must be student-led and composed of an interdisciplinary team, representing a minimum of three different disciplines at all times.

Student Team Lead Must Return One Signed Copy of This Form To:
U-M Graham Sustainability Institute, Attn: Dow Distinguished Award Competition
- Address: 625 E. Liberty, Suite 300, Ann Arbor, MI 48104
- E-mail: grahamfinance@umich.edu (submit signed copy of form as PDF attachment)

Team Requirements

Key Dates:
- September 13, 2018: All teams must submit a written progress report to the Dow Program staff.
- April 8, 2019: Projects selected to receive additional funding (large grant) must present a summary of their work to date at the November Dow Program Symposium and provide a final written report.

Communication: Teams must acknowledge support from the University of Michigan Dow Sustainability Fellows Program in all publications or presentation of project results and provide information to Dow Program staff on any publications generated through this project.

U-M Policies: At all stages of the Dow Distinguished Award (Dow Awards), all participants must abide by all applicable U-M policies (e.g., Academic Integrity, Conflict of Interest/Commitment, Procurement and Expenses, Research with Human Participants, etc.), including any non-academic codes and polices of their respective units. Students needing guidance regarding departmental requirements and processes should consult with their faculty advisor/principal investigator and the appropriate administrative offices within their home units.

Funding
Disbursement of funds will be staged to the unit of the faculty advisor and will be contingent upon satisfactory progress and achievement of project milestones identified in the approved project proposal. That unit is responsible for administration of the funds to the project team. Change in scope or budget revisions (see below) must be approved by the Dow Program.

No Cost Extension of Time: Any extension of the project timeline is subject to Dow Program staff approval under special circumstances. However, no additional funds will be awarded.

Change in Scope: This constitutes a significant change in direction, objectives, and methodology, and may delay or impact the ability to complete the project objectives or meet the time schedule provided in the approved proposal. If such a situation occurs, the student team lead must contact the Dow Program staff to discuss this and submit a request to change the project scope. If approved, you will be notified of the acceptance of the request and your project may continue. If your request is denied, all activity for this project must cease immediately and any remaining funding will be returned to the Graham Sustainability Institute.

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Budget Revisions: Each project proposal is a guide of expected expenditures. However, situations may occur that the budget may need to be revised. If you anticipate that line item expenditures will exceed 20% of the total award amount in the approved proposal budget, the student team lead must contact the Dow Program staff to discuss budget revisions and submit a budget revision request before any unapproved expenditures occur. No additional funds will be granted – requests must adjust line items to be approved but keep total amount granted the same. If your request is approved, you will be notified of the acceptance of the request and your project may continue. If your request is denied, all activity for this project must cease immediately and any remaining funding will be returned to the Graham Sustainability Institute.

Over Expenditures: Any over expenditure of the awarded amount on the project is the responsibility of the Faculty Advisor (PI) and the department disbursing funds to the student team to cover.

Faculty Sponsor (PI) Leaves U-M: In the event that the faculty sponsor listed in the project proposal terminates their appointment with the University during the award period, any remaining funds will be returned to the Graham Institute and the project will be considered closed unless the team receives approval from Dow Program staff to work with a new faculty sponsor.

☐ I have read the above terms and conditions and agree to them as written.

________________________________________________________________________
Print name of Student Team Lead above
School/College: ___________________________ Email: __________________ Phone: ________________
________________________________________________________________________ Date: ____________
Signature of Student Team Lead

☐ I have read the above terms and conditions and agree to them as written.

________________________________________________________________________
Print name of Faculty Advisor above
School/College: ___________________________ Email: __________________ Phone: ________________
________________________________________________________________________ Date: ____________
Signature of Faculty Advisor

U-M Shortcode: ___________________________ Other Account Information: ___________________________