

**VISITING SCHOLARS PROGRAM
AT
FERMI NATIONAL ACCELERATOR LABORATORY
AWARD TERMS AND CONDITIONS**

I. EFFECTIVE DATE OF AWARD

- a. Awards are assumed to be of one year duration and to begin on the approved start date of the award activity. In the absence of such a date, the start is the date of the award letter. In any case, fall awards may not begin later than March 31 of the following year. Spring awards may not begin later than September 30 in the year of application.
- b. Awards may not fund activities occurring prior to the date of the award letter.

II. AWARD DURATION AND TIME LIMIT TO EXPEND FUNDS

- a. The maximum duration of an award is normally no more than 12 months from the onset of award activities at Fermilab.
- b. All covered expenses must have been incurred prior to the expiration of the award.
- c. Awards with unexpended balances: on a case by case basis, and upon written request to URA, a no-cost extension, not to exceed 6 months, may be granted for continuation of award activities at Fermilab.

III. LIMITATIONS

- a. Visiting Scholar funds are intended for scholarship. Requests to visit the laboratory solely for the purpose of operation of Fermilab facilities are discouraged.
- b. Applicants must be employed by or, in the case of graduate students, enrolled at URA member institutions during the course of the award.
- c. Funding is strictly for individuals and activities approved in the award.

- d. No awards will be made to faculty or postdocs in the terminal year of their appointment.
- e. The Visiting Scholars award may not be used for travel away from Fermilab (e.g., to visit another facility or attend a conference) or solely for the purpose of operating Fermilab facilities.
- f. Awards may not be used for household moving expenses or in support of accompanying family members.
- g. Support provided by the program may include the following: travel and local lodging expenses for a series of short visits OR salary support and round trip travel expenses for an extended visit, but not for both.
- h. Summer salary support is limited to two months.
- i. Funding cannot be provided for activities that predate the award. Please plan the submission of proposals accordingly.
- j. Maximum award limit of \$50,000 in a twelve month period and a lifetime limit of \$50,000 per awardee.

IV. REPORTING REQUIREMENT

- a. Awardees are expected to submit a brief project report on the completion of their project. (VS Project Report Form)

V. VISAS

- a. Visitors do not become Fermilab employees. They therefore must have a home institution and, if a visa is necessary, must obtain that visa through the home institution.

VI. HEALTH COVERAGE

- a. Awardees are required to secure health coverage during their tenure at Fermilab. In cases where the home institution does not extend sufficient health coverage for longer stays at Fermilab, additional coverage for the time at Fermilab must be obtained by

the visitor or his/her home institution. The cost of such supplemental coverage may be included in the budget.

VII. REIMBURSEMENT OF COVERED COSTS

- a. Award disbursements from URA to the awardees home institution are made **upon receipt of invoices documenting costs** to be reimbursed under the award.
- b. All expenditures reported (or payment requested) on the invoice must be **certified** by the grants official (Sponsored Research Office) of the awardee's home institution to be appropriate and comply with the terms and conditions of the URA Visiting Scholars award. All invoices must be submitted to the URA corporate office at:

URA Visiting Scholars Program
Universities Research Association, Inc.
1140 19th St., NW, Suite 900
Washington, DC 20036-3627

- c. Consistent with the requirement that the awardees home institution must agree to waive indirect costs, tuition fees and other administrative expenses, the invoice may not request reimbursement of indirect costs.
- d. Invoices **MUST** include the name of the awardee and the corresponding URA proposal number.
- e. Final invoices should be submitted to URA no later than 90 days after expiration of the award.