

## Award Terms and Conditions

**PUBLICITY:** All award recipients are required to submit a digital Publicity Portfolio consisting of a short summary of the project, a logo or publicity photo of the venture/project, a short bio and individual headshots for each team member, and if applicable, a website link and/or any social media accounts. In submitting these materials, the recipient grants Oberlin College permission to publish the photo(s) and information on the Oberlin website and in various publicity materials. It is the responsibility of the award recipient to secure the appropriate permission to use the publicity materials submitted.

**RESEARCH:** If the project involves research with human subjects, the proposal **must** be reviewed and approved by the College's Institutional Review Board (IRB). No work on the project may begin until approval has been submitted to the Creativity & Leadership office.

**INTERNATIONAL TRAVEL:** If the project involves international travel, the award recipient must reach out to the Dean of Studies office to register travel plans and to purchase the appropriate overseas travel, medical and emergency insurance.

### USE OF FUNDS:

- Award recipients agree to use the funds awarded to complete the project proposed in the application. Expenditures should be limited to those specified in the original project budget. Award recipients may submit revisions to their original budget for approval; however, these revisions must be submitted **prior** to the expenditure and should be accompanied by a brief explanation for the change. *Creativity & Leadership reserves the right to rescind any award that was used for purposes not detailed in the original project proposal.*
- Award recipients cannot pay themselves a salary through the grant, although funds can be used to pay an organization or other individual for services (i.e., website development, transportation, printing).
- Funding cannot be used to purchase equipment costing over \$100, although rental of equipment is allowable.
- Funding cannot be used to buy alcohol.
- Funds may not be used for expenditures outside of the award period indicated on the official agreement letter.

## DISBURSEMENT OF FUNDS AND REPORTING:

- **IGNITION FUND:** Within two weeks following the end of the award period, award recipients are required to submit original receipts and records of all expenses, a final budget comparing the original projected budget with the actual expenses, and a final written project report, per the Final Reporting Requirements presented on the official agreement letter. An award check will be issued **following** submission of these items. If this presents a financial hardship, award recipients are encouraged to speak to a C&L staff member. Award recipients may request that C&L pay vendors directly – in this case, the award recipient must provide adequate documentation to complete the vendor transaction. Award recipients may also request reimbursement during the grant period. *If the recipient is uncertain about whether or not an item or service can be reimbursed, the recipient should contact the C&L office (creativity@oberlin.edu; 440-775-8567) prior to the purchase.* Recipients should be aware that all transactions (reimbursement and/or vendor payments) take a minimum of 21 days to process. Once the award period has ended, any and all unexpended funds will be returned to the Creativity & Leadership account to support future projects.
- **FIGS/XARTS:** One award check will be issued and will be available prior to the start of the award period. An official agreement letter must be signed and submitted before the award check will be processed. Within two weeks following the end of the award period, award recipients are required to submit original receipts and records of all expenses, a final budget comparing the original projected budget with the actual expenses, and a final written project report, per the Final Reporting Requirements presented on the official agreement letter. All award money must be accounted for with acceptable original receipts or other appropriate documentation. Once the award period has ended, any and all unexpended funds must be returned to Creativity & Leadership to support future projects. *If the recipient is uncertain about whether or not an item or service can be reimbursed, the recipient should contact the C&L office (creativity@oberlin.edu; 440-775-8567) prior to the purchase.* Recipients should be aware that award checks will take a minimum of 21 days to process.

**FAILURE TO COMPLETE:** Failure to complete any of the stipulations within the required timeframe to the satisfaction of the Creativity & Leadership staff will result in the closure of your grant and render the agreement to fulfill the award null and void. If meeting the requirements set forth in the Award Terms & Conditions and the official agreement letter present a hardship, the award recipient is encouraged to reach out to a C&L staff member prior to the end of the award period.