2016-17 Community-University Empowerment (CUE) Grant
Terms and Scope of Work Agreement

Date of agreement:

Awardee name, title and department:

Project title:

Terms

- Work on this project will commence in the spring semester of 2017;
- Estimated completion date is XXX, 2017
- Dr. X of the X Department will be Co-Investigator;
- The Community Partner for this project will be XXX.
- The agreed-upon Timeline for this project is attached (Attachment A);
- Awardee agrees to approach the Office of Research and Sponsored Projects early in your project to explore possible funding strategies;
- Awardee agrees to meet with the Institute Director or CUE Committee twice during your project duration, during the xnd and xth months, to review project progress and receive feedback.
- Awardee agrees to produce the following deliverables by the date indicated:
  - DELIVERABLE – DATE
  - DELIVERABLE – DATE
  - DELIVERABLE – DATE
  - Final Report – DATE
• Awardee agrees to work closely with the Institute Administrator (or another approved College Administrator, as arranged) on processing grant-funded expenditures and on all administrative procedures, and to abide by all relevant University policies. Awardee agrees to pre-arrange grant-based expenditures with the designated Administrator prior to incurring any expense, including but not limited to obtaining materials, equipment, services, paid staff, honoraria, travel, hospitality, and participant incentives.

• Awardee will check with the Institute Director and Administrator on any proposed modifications to the project budget.

• Awardee will work with the Institute Administrator on the creation of the project webpage, and supply text and images needed for updating it during the project period and after its conclusion.

• Any reports, journal articles or press articles will cite the Institute and the College of Ethnic Studies as financial and in-kind supporters.

• Awardee will work with the Institute Director / CUE Committee to agree on any new recommendations that may arise during the project period.

• Submission and acceptance of a satisfactory final report to the Institute and CUE Committee, completion of all accounting transactions, and sharing of all written and graphic material useful for future publicity will constitute formal closure of the funded project.

Restrictions:

• Funding may not be used for course buy-outs or supplementary faculty salary.

• Awardee will not enter into financial agreements or contracts with any third party without prior approval from the University, via the Institute Administrator, to ensure University policies and procedures are adhered to.

We accept the terms outlined in this award agreement.

__________________________  _____________
Belinda Reyes               Date
Director
CUE Committee Chair

__________________________  _____________
XXX, Ph.D.                  Date
Project Investigator

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