Department of Anthropology Undergraduate Research Grant Agreement

I, _________________________________________________________, accept the grant offered to me by the Department of Anthropology and agree to spend the funds only on items in my approved budget.

DEPARTMENT OF ANTHROPOLOGY GRANT ACCOUNTING GUIDELINES

The following is intended to make Anthropology grant accounting as simple as possible. Please read this before beginning Anthropology-supported research.

Unallowable Expenses: Your grant letter indicates items in your original budget, which might have been excluded from coverage by the Department of Anthropology. Among approved budget items, the most common misunderstanding of unallowable expenses concerns summer living expenses. Normal living cost may include room and board; however, we cannot approve alcohol purchases, clothing, appliances, dry cleaning, parking tickets, library fines, automobile repair, personal grooming expenses, or pet supplies. Unallowable expenses also include travel insurance, change of flight fees, and agent fees all of which are optional and at cost to the student.

Unless specifically requested and approved, we CANNOT cover equipment and “final production costs” of research papers and/or projects, such as laser-printer output, copying, binding, etc. We do expect to receive a copy of each finish fieldwork project (these papers are added to our student library and are available for other and future students to review). The Department will pay for costs associated with the production of the Department’s copy.

Receipts: Save and then turn in all original receipts for grant-related expenses, including airline ticket receipts (passenger ticket coupons and boarding passes) and currency conversion rates, if applicable. This Department is subject to periodic audits and will need this documentation to prove that donor/University money is being spent as intended. If you anticipate expenses without receipts (i.e. using coin operated machines, taxi cabs, international food purchases, etc.). Please detail these expenses in a small notebook or log.

University housing bills, canceled checks, or landlord-tenant notices are acceptable for room expenses. Itemized Communication Services or other telephone bills can be submitted as records of grant-related phone and facsimile costs. Photocopy cards (with printed or handwritten values) are acceptable for photocopying costs when coin-operated machines have not been used.

Receipts are due to the Undergraduate Student Services Officer in Anthropology no later than the first day of instruction during the quarter immediately following the quarter in which the research is conducted. In most cases you may continue to spend grant funds beyond this date (assuming your grant balance is positive and that you have not received your Undergraduate degree, yet). But, in order to access these funds beyond the published deadline you will need to contact the Undergraduate Student Services Officer and turn in all, if not most, of your receipt documentation to date. After your project is finished, you are expected to submit your original receipts and the Department of Undergraduate Research Grant Receipt Summary form to the Undergraduate Student Services Officer. At that time, you may write a check to refund Anthropology any money that you ended up not using (i.e. any money that you are not able to document in your log and by submitting a receipt for an approved expense).

If you have neither a receipt nor an approved log entry for an expense (whether it appears in your budget or not), you cannot be reimbursed for that expense. If you fail to submit your receipts or a refund check, the Department of Anthropology may place a hold on your University registration, graduation, and/or official transcripts.

Please attach (any means is acceptable) receipts to an 8 ½” X 11” piece of paper in chronological order as it corresponds with your log entries. We expect you to spend your grant funds in accordance with your approved budget. It is essential that you save receipts for all project-related expenses. Some of your research expenses may not be accompanied by receipts (i.e. small meal expenses, taxi fares, and the like). If you anticipate more than $250 in unreceipted expenses, you
will need prior approval from Anthropology staff. You must track any unreceipted expenses in a log (such as a small notebook), noting the date, location, purpose, and amount for each such expense.

I understand that it is my responsibility to keep all receipts, and/or a log of lost receipt expenses relating to this grant, and to turn them in to the Undergraduate Student Services Officer in Anthropology (Building 50-51N).

I agree to indemnify, hold harmless and release Stanford University and the Department of Anthropology and it’s agents or employees, both individually and in their relationship to Stanford University, from any claim or demand that I (or anyone acting on my behalf) may have against Stanford University for any accident, injury or other consequence arising or resulting directly or indirectly from my participation in Stanford’s Department of Anthropology Undergraduate Programs, including travel in connection with the Research Fieldwork Grants.

Signature of Recipient:______________________________________      Date:________________________________

Email:___________________________________________________     Telephone:____________________________

Mailing address:___________________________________________________________________________________

Emergency contact:_________________________________________     Telephone:____________________________