

## National Endowment for the Humanities Institute Participation Agreement

If selected to participate in the NEH Institute, my signature below assures that I understand that this opportunity is provided to me through grant funding via the Valencia Foundation, and as an institute participant I understand that I am considered “on the job” when attending the seminars, meetings, and travel portion of the institute. I therefore agree to conduct myself in a professional manner throughout my research process, domestically and abroad.

Furthermore, I agree to abide by the following rules and requirements of the NEH Institute. If selected to participate:

1. I will attend all seminars and pre-travel orientation meetings. If I have a scheduling conflict I will notify the institute leader as soon as possible in an effort to reschedule the meeting or make-up necessary work completed during my absence.
2. I understand that the nature of the grant that is funding my participation was founded on the intention that I produce a graduate-level product of personal research, and I agree to complete a product of study for *at least* one of my humanities courses within the end of the Institute year.
3. I agree to present the insights and products of my personal research acquired during my participation in the institute in some variety of the following: a presentation to faculty at a department meeting, an informal presentation on my respective campus for colleagues, students and, possibly, members of the Board of Trustees, during International Week with SAGE, or in an alternative manner that has been approved by the budget manager, David O. Sutton.
4. I acknowledge that due to the intentions of the institute, as well as the liability issues involved, the selections committee has invited me to participate. Therefore, I understand that I am not permitted to pay for or bring a significant other, spouse, child, or friend along with me while participating in this institute. Nor can I personally fund my participation if my application is rejected by the committee.
5. I am aware that diligence is required in acquiring a passport, if needed, and for obtaining the proper signatures on travel related paperwork. My failure to acquire this in a timely fashion may result in my being excluded from the travel portion and possibly the seminar series of the institute.
6. I am aware that, if selected by the committee, my actions, participation, and whether or not I fulfill my obligations to this institute will be considered if and when I apply to participate in another institute in the future.

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Date