

URA VISITING SCHOLARS PROGRAM AT
FERMI NATIONAL ACCELERATOR LABORATORY

AWARD TERMS AND CONDITIONS

I. Effective Date of Award

- a. Awards are assumed to be of a one year duration and to begin on the approved start date of the award activity, or in the absence of such a date, with date of the award letter. In any case, fall awards may not begin later than March 30 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. On a case by case basis, and upon written request to URA, a no-cost extension of an award, not to exceed 6 months, may be granted for continuation of award activities at Fermilab having unexpended award balances.

III. Reporting Requirement

- a. Awardees are expected to submit a brief project report on the completion of their project, or at the end of each award year, whichever comes earlier. ([VS Project Report Form](#))

IV. 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.

V. 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.

VI. Reimbursement of Covered Costs

- a. Award disbursements from URA are made **on receipt of invoices documenting costs** to be reimbursed under the award.
- b. The award may NOT be used for travel away from Fermilab (for example, to visit another facility or attend a conference) or solely for the purpose of operating Fermilab facilities. It will cover salary for a more extended duration OR a series of visits to the Laboratory, but not both.
- c. Because Visiting Scholar Program funds are provided by URA and come solely from contributions by URA member institutions, the visitor's home institution MUST submit a letter waiving indirect costs, tuition fees, and other administrative expenses.
- d. Invoices detailing all costs incurred under the award and their associated dates or timeframe must be submitted by the grants official (Sponsored Research Office) of the awardee's home institution to the URA corporate office at:

URA Visiting Scholars Program
Universities Research Association, Inc.
1111 19th St., NW, Suite 400
Washington, DC 20036-3627

- e. Invoices MUST include the name of the awardee and the corresponding URA proposal number.
- f. Final invoices should be submitted to URA no later 90 days after expiration of the award.