# ELIJAH BALLOON LAUNCH AWARD AGREEMENT

| Please fill out for WSGC Grant Reporting and Award Payout Purposes Only | | | |
|---|---|---|---|
| | | | |
| Last Name | First Name | Student ID # | |
| | | | |
| Address | City | State | Zip Code |
| | | | |
| Institution | Program/Project Title | | |
| | | | |
| Program/Project Begin Date | Program/Project End Date | | |

**Award Terms and Conditions**

This award is made available for the pursuit of your space-related research and/or activities through the National Space Grant College and Fellowship Program: NASA Training Grant #NNX15AJ12H. Catalog of Federal Domestic Assistance (CFDA) number for this award is 43.008.

Required Documents
By providing my initials, I am confirming the completion and submission of the following five (5) documents to the Program Office.  Save each document as a .pdf and the professional photo as a .jpg with the following titles:

_____ Award Acceptance Letter – **EBL16_Last Name, First Name Award Acceptance**
_____ W9 – **EBL16_Last Name, First Name W9**
_____ Media Release Form - **EBL16_Last Name, First Name Media Release**
_____ One-paragraph Biography – **EBL16_Last Name, First Name Bio**
_____ Professional Photo (jpg format) – **EBL16_Last Name, First Name Photo**

Additional Requirements
By checking the following boxes, I am confirming that I have read the additional requirements and am committing to the completion and submission of the following:

☐ Attend the kick-off training workshop in April-May 2016.
☐ Lead and train the 2017 Elijah Balloon launch Team Interns at the kick-off training workshop.
☐ Submit a team interim report to the WSGC Program Office no later than July 10, 2016.
☐ Submit a Proceedings Paper (final report) for the Wisconsin Space Conference online journal within 30 days of the Annual Wisconsin Space Conference.
☐ Submit a team final report by May 21, 2017.

- ☐ Attend the Annual Wisconsin Space Conference and present your project results.  The dates and location will be announced on the WSGC website in the spring.
- ☐ Update the launch manual detailing procedures and pertinent information for future launch teams.
- ☐ Follow Wisconsin Space Grant Consortium on the WSGC Facebook or Twitter, posting at least one photo or video of my funded Program/Project.
- ☐ Write my Congressional Senators and Representative a Thank You note for this publicly funded award.
- ☐ Provide WSGC with copies and links to any publications highlighting the research associated with this Program/Project award.
- ☐ Inform WSGC Program Office immediately of any changes in address, phone number, department, advisor, institution, graduation date, etc.
- ☐ Annual Tracking Survey. This survey will be emailed to me by NASA.

Payout/Reimbursement

The Elijah Balloon Launch Fellowship is a student stipend.  The award will be sent directly to the awardee.  The awardee will receive the award in three installments.  The first installment will be issued within 30 days of the award acceptance submission deadline.  The second installment will be issued within 30 days of presenting at the Annual Wisconsin Space Conference. The final installment will be issued within 30 days of submitting a final report.

Important Tax Information

Award recipients assume the responsibility for any and all income tax liabilities.  WSGC recommends that you document all expenditures, and maintain a record of all original receipts. WSGC will not issue tax forms. Contact your tax accountant if you have any questions.

Citizenship

All funded participants (students and faculty) and those receiving significant awards must be U.S. Citizens.

Award Details

More award information is available at spacegrant.carthage.edu under Student Tools and Tips.

*As acceptance of this award, I understand & agree to the above award terms and conditions and acknowledge I am a U.S. Citizen.  I also understand that I may be required to return funding if I fail to meet these conditions.*

_____        _____
Signature                                                                                                    Date