



## COFFEE FOOD SYSTEM RESEARCH FELLOWSHIP STUDENT CONTRACT

Dear Fellow:

To accept the Coffee Food System Research Fellowship, please review the expected deliverables and requirements detailed below. Your signature confirms acceptance of these terms and conditions.

1. Conduct a research project under the guidance of a Whittier College faculty mentor.
2. Attend all mandatory meetings including but not limited to:
  - Weekly or biweekly meetings with your faculty mentor
  - Conference presentation (e.g. Fall Term SCCUR, URSCA, or a professional conference in your discipline. Note that conferences may require travel.)
  - Recruitment Sessions
  - Spring Scholarship and Fellowship Luncheon (when applicable)
3. Alert the Fellowships Coordinator to any changes in the approved fellowship project prior to proceeding with those changes.
4. Submit your research paper AND the conference presentation version (e.g. PowerPoint slides, poster proof) at the completion of your fellowship to the Fellowships Coordinator.
5. Complete the exit and mentorship experience surveys distributed by Research, Sponsored Programs & Fellowships.
6. Understand that the \$4,000 fellowship stipend will be distributed in three installments. The last installment will be released after satisfactory completion and submission of all project deliverables.

**Research Ethics & Safety Compliance Notice:** Your project must adhere to Whittier College research ethics and safety compliance policies. **If your project involves human subjects, vertebrate animals, hazardous materials, infectious agents, recombinant DNA, or genetically altered organisms, it may require institutional approval before fellowship funds can be disbursed.** Please familiarize yourself in advance with the policies and procedures (website: <https://www.whittier.edu/academics/researchethics>). Pay special attention to compliance committee deadlines and be prepared with an alternate approach to completing the project in the event the project is not approved by the respective compliance committee.

I agree to fulfill the Fellowship requirements and understand that failure to comply may result in forfeiting all or a portion of the award and dismissal from the program. I have also read and understand the Research Ethics & Safety Compliance Notice.

Fellow Signature: \_\_\_\_\_

Date: \_\_\_\_\_