

**Keck Scholars Program  
Mini-Grants Award Agreement - Terms and Conditions**

**1. Purpose**

1.01 Pepperdine University is please to offer you a Keck Mini-Grant in the amount of \_\_\_\_\_ to undertake your proposed research project.

**2. Payment**

2.01 The Keck Mini-Grant is a cost-reimbursable grant and reimbursement for eligible expenses will be processed by Katy Carr, Grants Manager, in the Seaver Dean's Office.

2.02 Recipient shall keep complete records (receipts) of costs, expenditures and commitments incurred by the Recipient in the course of the Project under this Grant Agreement. Receipts need to be submitted to Katy Carr within 60 days of purchase.

**3. Expenditures**

3.01 Equipment (instrumentation other than software, consumables, and books) purchased with grant funding will remain property of Pepperdine University during and upon completion of the Project.

3.02 Recipient will spend funds according to the procedures outlined in "Using Your Research Award Funds" (see attachment) and according to the budget detailed in the Proposal.

3.03 Expenses for the project should be incurred before the Project end date.

**4. Scope of Work**

4.01 The one-unit tuition scholarship valued at \$1,266 will be processed at the completion of the Project.

4.02 This Award is based on the proposed scope of work originally submitted by the Recipient. If a request to change the scope of work becomes necessary, the Recipient's funding will be delayed until a new scope of work is submitted to Katy Carr and approved.

4.03 If the scope of work includes research involving human subjects, IRB approval must be sought by the Recipient.

4.04 Based on the scope of work proposed, the Project end date is \_\_\_\_\_.

4.05 The Recipient agrees to present research results at the Undergraduate Research Banquet in the Spring term.

**5. Reporting**

5.01 The Recipient will submit a final report to describe how the Grant was used to defray the costs of the Project within 30 days of completion of all the activities outlined in the grant application form and prior to termination of the grant agreement. This report will be due one month after the completion of the Recipient's project.

**6. Faculty Mentor Responsibilities**

6.01 The Faculty Mentor agrees to supervise project and provide input as necessary.

Faculty Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor's Printed Name \_\_\_\_\_

Principal Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigators' Printed Name \_\_\_\_\_