

2007 Terms and Conditions

If your project is funded by the AIAA Sacramento Section Student Project Grant you must:

1. Acknowledge support received from AIAA Sacramento Section in your final report and final presentation.
2. Agree to submit a monthly status memo by the end of the month. (1/2 page minimum, 1 page maximum).
3. Agree to submit a report summarizing the project and describe if the project objectives, as described in the project proposal, were met. The report is due no less than 2 weeks after the project completion date as listed on the grant application form.
4. Any reports or memos submitted to the AIAA Sacramento Section may be published on the AIAA Sacramento Section website (www.aiaasacramento.com).
5. Agree to the *AIAA Sacramento Section Student Project Grant* disbursement policy (see below).
6. At the conclusion of the project, recipients may be invited to present their project at a AIAA Sacramento Section dinner meeting (10-15 minute presentation). This is a great opportunity to show off what you have done and meet professionals in the local Aerospace industry.

If, after being awarded a grant, the nature or scope of the project changes significantly from that proposed in the application package, the AIAA Sacramento Section must be immediately notified. If group members are added or leave the project, the AIAA Sacramento Section must be immediately notified. The notification must include a detailed description of what has changed and why. Upon review, the grant may be withdrawn or the grant amount changed at the discretion of the AIAA Sacramento Section Council.

The following items will not be funded by the AIAA Sacramento Section Student Project Grant:

- Food and Drink
- Gift Certificates
- Personal Services or Travel Expenses
- Computer hardware or software that is not donated to the University and Department listed on the application at the conclusion of the project.
- Large tools or machinery that is not donated to the University and Department listed on the application at the conclusion of the project.

2007 Disbursement Policy

1. Requests for disbursement must be submitted to the AIAA Sacramento Section no later than one year from the award date or two weeks after the project completion date as listed on the grant application form, which ever occurs first.
2. Disbursement requests must include original receipts for parts or services purchased for the project, a brief description of how the parts/services were used, and the name of the group member that the check will be made out to.
3. Disbursements will be made in the form of a check by the AIAA Sacramento Section Treasurer.
4. Checks will only be made out to group members listed below.

Acceptance of Terms and Conditions

Should the AIAA Sacramento Section Council award _____
Student Project Name

I/we _____
Print Names

student(s) of the California State University, Sacramento, Department of Mechanical Engineering do hereby accept responsibility for the appropriate and timely administration of those funds, according to the intentions and purposes expressed in the above named *Student Project Grant*.

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

All members of the group must sign this form; attach additional copies if more lines are needed.

Additionally, by signing this form, you authorize the use of the attached proposal as an example or for publication on our website (excluding personal data).